



**Title:** SCA Upper School Principal  
**Salary Range:** Exempt  
**Status:** Full-Time (12-months)  
**Reports to:** SCA Board of Directors  
**Job Location:** Seaside Christian Academy, Ocean City, MD

**Overview:**

Seaside Christian Academy (SCA) is recognized by the Maryland State Department of Education as a PreK3 thru 12<sup>th</sup> grade Non-Public church-exempt school. Seaside Christian Academy is also a member of the Association of Christian Schools International (ACSI), the American Association of Christian Schools (AACCS), and the Maryland Association of Christian Schools (MACS). Seaside Christian Academy exists to educate children spiritually, academically, socially, and physically, equipping them for every good work in Christ Jesus.

**Required Spiritual Qualities:**

- Have received Jesus Christ as your personal Savior
- Believe in the Bible is God's Word and standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a member in good standing at a Bible-believing New Testament church
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Integrate biblical principles and the Christian worldview throughout the school.
- Accepts without verbal or mental reservations; SCA Mission Statement, the SCA Vision and the SCA Statement of Faith and commit to upholding them (Addendum 1)

**Job Qualifications and Skills:**

- Serve as the educational leader overseeing 6<sup>th</sup> through 12<sup>th</sup> grades.
- Ensure that the academic program and culture of school appropriately reflects the school mission, vision, Statement of Faith and best practices in education.
- Demonstrate strong relational skills with; Board members, faculty, students, families, and community.
- Possess excellent oral and written communication skills
- Demonstrate excellent organizational and administrative skills
- Demonstrate experience managing crisis involving; faculty, staff, students, families, or community.
- Demonstrate experience evaluating and assessing school programs and making appropriate adjustments if necessary for 6<sup>th</sup> through 12<sup>th</sup> grades.
- Demonstrate a clear ability to supervise faculty.
- Ability to prioritize the most important issues so that they can be dealt with as swiftly as possible.
- Promote and facilitate professional development for faculty in grades 6-12.
- Demonstrate a history of discipline and counsel of students from a Biblical perspective for grades 6<sup>th</sup>-12<sup>th</sup>.
- Demonstrate a high level of computer literacy, including an above average proficiency with Microsoft Office, Google Suite, school management FACTS software administration and website administration

**Job Responsibilities:**

- Manage the overall academic programs for grades 6<sup>th</sup> through 12<sup>th</sup>.
- The principal will help develop and carry out the educational vision of the SCA board for grades 6-12.
- Must provide oversight for all upper school athletic programs, travel, uniforms, and scheduling through supervision of the athletic director
- Responsible for the management and day-to-day educational operations for grades 6-12.
- Responsible to empower the teachers to be as successful as possible within their area of responsibility.
- Design a plan that will enable teachers to develop an educational plan for each of their students.
- Must provide spiritual leadership and oversight of the school curriculum for grades 6-12.
- Provide support concerning SCA administrative activities in grades 6-12
- Promote and facilitate professional development for faculty. (grades 6-12)
- Perform annual and semiannual faculty performance evaluations. (grades 6-12)
- Train teachers to integrate biblical truth into all academics with excellence
- Regularly attend and be part of the team leading; morning devotions, faculty meetings, and in-service opportunities.
- Coordinate professional development strategies for teachers with specific regard to increasing academic qualifications and improving teaching skills
- Inform the SCA Board about activities or concerns related to the academic program in 6<sup>th</sup> through 12<sup>th</sup> grades.
- Demonstrate ability to work with SCA board to lead fund raising efforts for SCA.
- Coordinate with Lower school principal to assure goals and objectives are aligned.
- Participate as an invitee in monthly SCA board meetings.
- Review classroom academic progress to assure learning goals are achieved for each student in the upper school and develop specific plans for struggling and advanced students.
- Work with faculty to assure both struggling students and excelling students are performing to their greatest capacity.

**Education & Experience**

- Five or more years' experience in school administration, preferred
- Bachelor degree in Education, preferred
- Graduate work in education, preferred, with a concentration in Administration or Leadership
- Administrative Certificate from the American Association of Christian Schools (AACCS); or be willing to apply

**Physical Requirements:**

- Must be able to lift up to 25 pounds if necessary.
- Must be able to traverse school grounds and facilities and lead students to safety in the event of an emergency.
- Must be available to work evenings and weekends when necessary

**A Condition of Employment:**

- Applicant must pass a pre-employment criminal background check with finger printing

**Interested job applicants should submit a copy of their resume and a completed job application, located on the SCA website, to SCA Human Resources at [jlobb@seasidechristian.com](mailto:jlobb@seasidechristian.com).**

# **Seaside Christian Academy**

## **(Addendum 1)**

### **Mission**

Seaside Christian Academy exists to educate children spiritually, academically, socially, and physically, equipping them for every good work in Christ Jesus.

### **Vision**

At Seaside we:

- Can help parents in the training of children, but cannot replace them.
- Partner with parents who are actively involved in the life of the school and their children.
- Use a curriculum and create an environment which will help students to become more Godly as they seek to increase in knowledge, understanding, and wisdom.
- Respect all students as part of God's creation, regardless of race, gender, or ethnic origin.
- Use the Bible as our primary source for all courses, policies, and procedures.
- Strive to be Godly role models.
- Set high standards for academics, behavior, and spiritual growth, and provide the necessary support to reach those standards.

### **Seaside Christian Academy Statement of Faith**

We Believe:

1. In One God, the Creator and Sustainer of the universe, eternally existent in three persons: Father, Son and Holy Spirit.
2. God has authored, preserved, and protected the Bible, as His Word and our authority in all that we do.
3. That God created us in His image and has given us the responsibility over creation for His glory.
4. In the unique deity of the Lord Jesus Christ, who became human as the virgin-born Son of the living God.
5. That the Lord Jesus Christ died to pay for our sins and give to those who believe, eternal life with Him in heaven.
6. In the power of the Holy Spirit to restore and guide us in our relationship with God.
7. In the resurrection of our Lord Jesus from the dead and the promise of His return.
8. In the bodily resurrection and eternal reward of the saved and the everlasting punishment of the lost.
9. In the spiritual unity of ALL believers in our Lord Jesus Christ.
10. That marriage is one man and one woman as ordained by God.

I fully support the SCA Mission, Vision and Statement of Faith as written without verbal or mental reservations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_