



# PRINCIPAL JOB OPENING

As part of the Lord's continued plans for Maranatha Christian Academy

September 2020

Maranatha Christian Academy seeks a faith-filled, passionate, and resourceful Principal to work with and lead our team of capable elementary and secondary Vice Principals, administrative and teaching staff here in beautiful Windsor, Ontario. This position is commencing in the 2021-2022 school year.

Maranatha is a vibrant, highly regarded school with a love for God, dedicated to teaching and modelling Christian character, wisdom and understanding to our students. We believe in Education with a Purpose: Learn. Lead. Impact. We represent various church backgrounds but are united in our Statement of Beliefs and our desire to live out our faith and demonstrate God's handiwork in education and life.

We value the community relationship we have with our staff and families and seek to support and build each other up in all circumstances. We also seek to partner with churches. As such we see ourselves as one of the three pillars of Christian education: the school, the family, and the church. We believe in the value and inclusion of every student. We have an effective Special Education program that provides excellent education and a joyful experience to students with special needs.

In recent years, we have substantially increased our international student population and have grown in our appreciation of other cultures. In turn, our international students have learned about our Lord, built lifelong friendships, and have graduated with a firm grasp of the English language. Some have even accepted our Lord Jesus Christ as their personal Saviour!

If the Lord is prompting you to consider this position at Maranatha, we encourage you to apply. Please send your cover letter, resumé, one pastoral reference, and three professional references by email to our Principal Search Committee at [wkogel@maranathachristian.ca](mailto:wkogel@maranathachristian.ca).

Attached is our School Principal Job Description. If you wish to speak with our Principal Search Committee representative, please contact Sal Albano via email [salbano@maranathachristian.ca](mailto:salbano@maranathachristian.ca).

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*“Train up children  
in the ways of the  
Lord” -  
Proverbs 22:6*

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## Principal Job Description

### The Mandate

The School Principal is the operational leader of Maranatha Christian Academy (MCA). The Principal is responsible to the MCA Board of Directors for the proper instruction, discipline, safety, and welfare of students while on school property and during all school-related activities beyond the school property. These duties will be accomplished by directing:

- The organization and management of the school facilities
- The employment of faculty and support staff, and the supervision of school volunteers
- The supervision of instructional and curricular development
- The compliance with government regulations and organizational guidelines for the school's operations
- The supervision of MCA's marketing and media presence, including social media
- The communication with local churches and Christian communities
- The oversight of the international student program
- The financial management of school operations in compliance with the annual budget

### Responsibility

The Principal is accountable directly to the MCA Board of Directors for all duties assigned. The Principal is required to attend all Board meetings in order to be informed of Board matters and to provide professional advice on issues before the Board.

The Principal must report regularly on school operations to the Board of Directors. The Principal may be asked to prepare special reports detailing specific actions or situations within school operations when requested by the Board of Directors.

## Committees

The Principal works cooperatively with several operational committees to assist the Board of Directors in their governance. The nature of this working relationship varies with the mandate of each committee. The School Principal can delegate these committee duties to an appointed representative (e.g., Vice Principal or other staff member). However, the Principal is responsible to convey their view and/or direction to the appointed representative prior to the meeting and report on all committee activities to the Board of Directors.

Committees and duties include:

1. **Parent Advisory Council (PAC)** – The School Principal is responsible for:
  - i. Providing a monthly report on the activity of the school related to both staff and students
  - ii. Recommending to the Board, in conjunction with the Committee, all teacher hiring (excepting substitute teachers as this is the responsibility of the Principal)
  - iii. Determining all teacher workloads
  - iv. Working with the committee on curricular decisions
  - v. Assisting with facility planning
2. **Building Committee** – The Principal is responsible for notifying the committee of items on the school property that require repair or maintenance. However, the committee is accountable to the Board for the proper management of the facilities.
3. **Finance Committee** – The Principal is responsible for:
  - i. Providing to the committee each staff member’s experience level and workload percentage
  - ii. Providing to the committee an initial budget submission for operational line items such as educational supplies and curriculum
  - iii. Collaborating with the committee on the development of the annual budget
  - iv. Working within the approved budget
  - v. Preparing the contracts for each staff member as approved by the board
4. **Visitation Committee** – The Principal (or appointed representative) is responsible to meet and interview new families. The Principal will provide a written summary of the interview to the visitation committee.

## Meetings

The Principal is expected to attend various meetings and/or presentations throughout the school year. These meetings include all public meetings such as Membership Meetings, Open Houses and Graduations etc. The Principal may be responsible for presenting reports or updates to the membership or the community at large. Some of these meetings can be

delegated to an appointed representative, however the Principal is responsible for the material presented.

The Board of Directors may appoint the Principal to participate in Ad Hoc committees or working groups from time to time.

The Principal may establish school committees and working groups as needed to assist in the development and management of school operations. These committees, their duration and/or termination need to be approved by the Board.

## **Principal Duties**

The Principal's duties are broadly grouped into four categories; Visionary, Educational, Administrative and Community duties. The Principal will perform all duties in a way that is consistent with the MCA School Vision which consists of the Mission Statement, Constitution and Moral Code.

1. **Visionary Duties** - To provide visionary leadership to the school community, the Principal will:
  - i. Communicate a Biblical world view for the implementation of Christian Education for the school community
  - ii. Assist in facilitating a deepening understanding of the integration of faith and vocation for the faculty and staff
  - iii. Provide for meaningful devotional activities for faculty and staff members
  - iv. Ensure that the faculty engage the students in meaningful devotions in the classrooms
  - v. Model a Christian lifestyle in the personal conduct of the Principal's duties and relationships
  
2. **Educational Duties**
  - A. **Instructional Leadership** - To provide an instructional program best suited to the education of all students, the Principal will:
    - i. Establish, communicate and monitor program objectives within the school's approved course of study
    - ii. Conduct a regular cycle of curriculum review to ensure ongoing quality and relevance of materials and pedagogy
    - iii. Recommend quality learning resources that will support and enhance the Christian perspective of the course of study. Ensure that the Christian perspective is consistent with MCA's School Vision including the statement of beliefs
    - iv. Ensure that teaching schedules and their implementation meet acceptable standards for instruction
    - v. Supervise the proper implementation of student assessment and evaluation

- vi. Ensure there are proper reporting documents and procedures for student achievement
- vii. Facilitate a program of standardized testing to gauge school performance levels
- viii. Promote such students as the Principal deems proper

**B. Staff Leadership** - To provide the students with the best possible instructional quality, the Principal will:

- i. Recommend teaching and staff personnel
- ii. Recommend a Vice Principal(s) with a proper job description and time allocation
- iii. Determine and monitor Guidance teacher duties (job description)
- iv. Determine and monitor Special Education teacher duties (job description)
- v. Determine and monitor clerical duties (job description)
- vi. Assign appropriate workloads to the faculty and staff, in conjunction with the Elementary and Secondary Education Committees, in order to ensure the proper operation of the school
- vii. Provide mentoring support for all new and inexperienced faculty and staff
- viii. Supervise and evaluate all faculty and staff personnel formally every other year and as indicated in the Faculty Evaluation Policy and Procedure.
- ix. Implement professional development policies and programs for the faculty and staff
- x. Hold regular staff meetings to encourage the staff in their tasks as well as to ensure proper implementation of instructional programming and co-curricular activities
- xi. Engage and connect with staff regularly in order to build positive relationships and encourage spiritual growth

**C. Student Leadership** - To provide the best possible learning environment for all students, the Principal will:

- i. Establish a Christian learning environment within the school community
- ii. Demonstrate and hold faculty and staff accountable for proper respect and concern for each student
- iii. Regulate and judiciously enforce the school's Code of Conduct
- iv. Ensure that the health, safety, and comfort of students are not compromised while attending school or travelling on school sanctioned excursions

**3. Administrative Duties** - To manage the operation of the school in an effective and efficient manner, the Principal will:

- i. Implement Board policies and decisions
- ii. Establish and monitor the annual instructional calendar
- iii. Provide financial leadership in the managing of the approved annual budget

- iv. Collaborate with the Finance Committee in the development of the annual budget
- v. Ensure the school stays within the approved budget and ensures the timely purchase of educational materials
- vi. Ensure the professional operation of the school office
- vii. Comply with all government regulations for school operations as found in provincial and federal law
- viii. Attend local, regional, and provincial Principal meetings as needed and inform the Board through the Chairman of the intent to attend one of these meetings.

4. **Community Duties** - To maintain constructive relations with parents, the school society, the local Christian community and the municipal neighbourhood, the Principal will:

- i. Demonstrate positive, professional interpersonal relationships with others
  - ii. Encourage parental and community involvement for the school
  - iii. Keep the parent community informed of school activities
  - iv. Act as a spokesperson for the school and for Christian Education at large
  - v. Foster positive relationships with other Christian and educational organizations for the betterment of the Christian school
  - vi. Attend meetings with local church leadership where appropriate
  - vii. Review and approve school marketing material
  - viii. Communicate with all community stakeholders in an effective and timely manner
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