



Assistant Principal Job Description

The Kingdom Christian Academy (KCA) Assistant Principal reports to the Administrator and is primarily responsible for leading and overseeing KCA's educational systems, processes, and personnel. Specific responsibilities include the following:

- Ensure that academic policies, procedures, and curricula are followed.
- Promote and encourage decisions and actions that further KCA's mission and core values.
- Communicate with parents, board members and the public.
- Handle school scheduling with necessary parties.
- Oversee the enrollment of prospective new students.
- Resolve conflicts of students, parents/guardians, and teachers as needed.
- Observe and evaluate teachers with the goal of improving performance and extending contracts.
- Provide assistance and guidance to help teachers maximize their potential.
- Select and schedule Professional Development training opportunities for teachers.
- Schedule and chair regular staff meetings.
- Oversee the structure and organization of KCA Chapels and other events occurring during school hours.
- Maintain a positive relationship with current and prospective donors.
- Attend monthly KCA Board meetings.
- Be at the school during normal business hours as well as attend KCA events when necessary, unless utilizing sick or personal days.

Preferred Qualifications

- Bachelors degree.
- Minimum of 3 years teaching experience.
- Proficient in Google Workspace application suite.
- Effective communication skills, team-building skills, and organizational skills.