

OUR MISSION

Williamsburg Christian Academy's mission is to provide college preparatory instruction in a culture of grace through personalized learning in academics, arts, and athletics while building relationships that inspire students to serve their community and become Christ-centered leaders.



OUR VISION

The vision of Williamsburg Christian Academy is to partner with parents and the community to inspire minds to inquiry through God's wisdom, hearts to compassion in God's service and lives to Christ in leadership.

MINISTRY POSITION DESCRIPTION: UPPER SCHOOL PRINCIPAL

Position Title: Head of Upper School (Grades 6-12)- 12 Month Position

Reports to: Head of School

Classification: Exempt; Salaried, 40 hours/week, 12 month

Date Prepared/Revised: September 1, 2019

Position Start Date: July 1, 2020

Website: WilliamsburgChristian.org

Williamsburg Christian Academy seeks a skilled and experienced Upper School Principal. WCA has served students in Williamsburg and the surrounding areas for 40 years, and it has entered into one of the most exciting and hopeful periods in the history of the school. Our Upper School Principal is a critical element of our commitment to personalized education for all who seek it within the context of WCA's Christian mission and vision. In addition, he or she will help promote WCA to the community. He or she reports directly to the Head of School.

The successful candidate will have a love of children and lives a life that is in agreement with the Core Values and Biblical Beliefs of WCA*. He or she must be willing to be a part of an ambitious team of teachers and administrators who are looking to take Williamsburg Christian Academy to the next level as an academic and full-activity institution. He or she will have extensive prior experience in school leadership, and specifically in grades 6-12. A full listing of job responsibilities is attached. The successful candidate will join the Williamsburg Christian Academy family no later than July 2020.

Principal Function

The WCA Head of Upper School is responsible for the day to day operation of the 6th-12th grade program, partnering with administration, division teachers, and parents in the academic, social, spiritual, social and emotional development of WCA's students. These responsibilities are conducted in a manner that promotes integrity and confidence in the WCA community.

Specific List of Responsibilities

- Serves on Leadership Team
- Serves on School Calendar Committee annually
- Serves as the curricular leader for Williamsburg Christian Academy's Upper School (Grades 6-12)
- Serves on Curriculum Development Team
- Designs and implements all upper school chapels and assemblies, including awards ceremonies, Baccalaureate and graduation
- Responsible for all Upper School Communications
- Responsible for mailings and summer communications (electives, etc.)
- Organize upper school family conferences
- Takes the lead in the interviewing and hiring of new faculty
- Serves as enrollment representative for the upper school, Interviews candidates and for admissions, and recommends admission for qualified candidates

Faculty Development

1. In conjunction with the Head of School, performs all formal/informal observations for upper school faculty and follow up meetings to discuss feedback
2. With the leadership team, helps to plan and may deliver all professional development for upper school faculty
3. Leads Professional Learning Communities (PLC's)
4. Mentors/instructs teachers in both pedagogical and classroom management
5. Leads content-area teams

Supervision of Upper School Student Support Team

1. Develops and supervises career planning program
2. Supervises the college selection and application program/process
3. Leads secondary course scheduling
4. Supervises PSAT administration
5. Supervises the counseling team staff (school counselor, registrar, and student affairs director)
6. Leads meetings with families to plan middle and high school course selections/schedules

Leadership of Upper School Academic Program

1. Develops and supervises AP program
2. Collaborates with Lower Principal and Head of School on all-school vertical alignment and mapping of (K3 through 12 curricular offerings)
3. Collaborate with Lower School Principal and Head of School on implementation of WCA curricular enhancements
4. Supervises the high school honor societies and awards programs
5. Evaluates/reviews/publishes course descriptions
6. Spokesperson for the secondary program and its design and implementation
7. Teach upper-level courses on part-time basis if required
8. Develop safety protocol for off-campus academic experiences, including upper school retreats
9. Develops the technology use strategies for the secondary department
10. Evaluates data from assessments, trains faculty to utilize data properly
11. Supervises record of student achievement and attendance

Development and Marketing

1. Acquires/directs grants to enhance the upper school program
2. Provides consulting regarding development/marketing strategies to the Head of Administration
3. Connects school to worthy opportunities to promote student growth and improve retention
4. Works in concert with the Development and Marketing team to identify opportunities for high impact photos and video of Upper School events or student or classroom life, or provides the same

Behavior Management

1. Oversees WCA's discipline program for the upper school
2. Communicates clearly the behavior expectations to students and families of WCA upper school
3. Maintains a high degree of visibility during the day
4. Chaperones most school dances and on-campus activities
5. Communicates to teachers the behavior expectations and procedures of the school

6. Monitors attendance, tardies, and early dismissals to ensure student compliance with school policy
7. Collaborates with Registrar to Organize and School Dismissal Manager Process for Upper School
8. Makes recommendations for changes in the program to the Head of School
9. Communicates with parents of students that are involved with the discipline system
10. Determines appropriate consequences for student actions, according to the discipline plan

Physical Requirement:

1. Lift books/materials for storage and delivery (approx. 25 pounds).
2. Walk/stand several times each week for 30 minutes to supervise lunch.
3. Walk/stand within a classroom setting, bending and stooping periodically to assist students.
4. Hear a variety of sounds in a noisy atmosphere (cafetorium, gymnasium) and recognize the difference between them.
5. Distinguish tone of voice to interpret the difference between a joyful student and a distressed one.
6. See details of objects and analyze the activities of students more than a few feet away.

Finance and Operations

1. Serves on Finance Committee (liaison to Leadership Team)
2. Keeps secondary school accountable for budget
3. Performs all book ordering during summer (6-12); accountability for billing parents for AP texts
4. Meets with families applying for financial assistance if requested, reports to Business Office and makes recommendations to the Head of Administration
5. Duties, as assigned, to augment the work of the business office
6. Collaborate with Head of School in recruiting and hiring faculty for upper school

Other General Responsibilities

- Continuing submission to the Lordship of Christ in every area of life, the acquisition of and obedience to scriptural knowledge, continual growth toward maturity in Christ, and consistency of Christian behavior;
- To maintain devotions in your home, to educate in Christian doctrine, and to pray for the salvation of your family;
- To honor the members of the Governing Board, esteem and love them; to pray for them regularly; to submit to them in the exercise of their duties; and to manifest a tender regard for their reputation;
- To be actively involved in the life of the school; to be loyal to its programs; to pray regularly for its ministry, leadership, staff, parents, and children; to manifest a tender regard for their reputation; to contribute to its support with time and finances as God prospers you;
- To pray for those outside the body of Christ, to honor obligations and commitments to them; and as opportunity and ability enable, to commend the Gospel of Christ to them.

Williamsburg Christian Academy is a Christian non-denominational, college preparatory preschool through grade twelve independent school located in historic Williamsburg, Virginia. The school sits on a picturesque 56-acre campus and has two playgrounds, a gymnasium, numerous playing fields, and an auditorium/cafeteria. Academic spaces include large, well-lit classrooms, a lower school science lab, two middle and high school science labs, and a lower school library complete with a computer lab. Students are encouraged to participate in a variety of extracurricular offerings, including academic and hobby clubs such as National Honor Society, Mock Trial, Key Club, ecoClub and Odyssey of the Mind. As a member of the Virginia Metropolitan Athletic Conference, WCA has a robust athletic program which has fielded teams in volleyball, soccer, field hockey, basketball, cheer, swimming, golf, tennis, and baseball in recent years. Most importantly, the school is home to a dynamic and dedicated teaching team that serves as role models and mentors and has a commitment to living out the Christian faith. Administrators, faculty, and staff partner with families to help kids reach their full potential in the midst of a complex world.

To apply, please send a cover letter outlining why you are a match for this position and a resume via e-mail to the WCA Head of School at the following address: hos@williamsburgchristian.org.