



COLE VALLEY
CHRISTIAN SCHOOLS

High School Vice Principal

Middle and High School Campus

Our Mission: Partnering with Christian families to shepherd and challenge students toward their individual potential to impact the world for Jesus Christ.

Cole Valley Christian is seeking God's wisdom in finding a dynamic, spiritually gifted individual with a love for the Lord Jesus, and a desire to serve Him as part of a unified Christian school faculty and staff that revels in the opportunity to share God's Truth in all we teach and do. We desire to strive for the excellence that God calls us to in preparing our students to impact the world for Christ. Therefore, we are seeking someone who first and foremost has a strong relationship with Christ that is evidenced in all aspects of their life.

The High School Vice Principal is responsible for administration and oversight of high school student programs, policies, and activities, and counsels and disciplines students in accordance with the policies and philosophy of Christian education of Cole Valley Christian Schools by performing the following duties.

Job Responsibilities:

- Disciplines and disciplines through our core values of grace, truth, and love.
- Oversees day-to-day discipline in the high school and ensures compliance with school policies.
- Disciplines students and families through attendance and behavioral concerns.
- Partners with High School Principal formulating student policies. Helps to keep Parent Student handbook up to date.
- Partners with teaching staff in providing expectations and accountability for a positive learning environment.
- Manages student information system for tracking and follow through on disciplinary matters.
- Meets with students, parent, teachers and staff when necessary to address student performance or behavior.
- Owns the planning, execution, and supervision of all school student activity programs and events.
- Responsible for all student leadership, chapel, and other student events on and off campus.
- Manages all grade level retreats, including annual overnight retreat.
- Provides help in planning, execution, and oversight of students for athletic activities.
- Partners with Athletic Director to help oversee High school athletic programs.
- Responsible for student supervision, which includes before school, lunch and after school supervision and duty schedule.

- Oversees Advisory program, partnering with Grade Level Coordinators.
- Assists in establishment of safety protocols and supervision of relevant areas on campus.
- Serves as lead administrator of high school in the absence of the Principal.
- Organizational Leadership
 - Assists principal in school level curriculum and instruction for the purpose of increasing student achievement.
 - Assists principal in supervising, assessing and monitoring student performance using objective and verifiable information, including standardized, criterion-referenced assessments.
 - Assists principal in evaluating and supervising school personnel for the purpose of monitoring performance, providing professional growth, and achieving overall objectives of school curriculum.
 - Assists principal in hiring and dismissing faculty and staff.
 - Assists principal in providing professional development opportunities for faculty and staff.
- Other duties as assigned.

Qualifications:

- A testimony of faith in Jesus Christ.
- Desire to invest in and disciple students in their relationship with the Lord.
- A heart to serve our families, staff and students.
- Demonstrated ability to work in unity as part of a team, serving others.
- Strong communication and conflict resolution skills.
- Proficiency in Microsoft Office Suite and various educational software.
- Leadership experience preferred
- High School classroom experience preferred.

Education and/or Certification Requirements:

- Bachelor's degree required.
- Master's degree in education or educational leadership and administration.
- Association of Christian Schools International (ACSI) **Administrator** Certification or ability to be certified.
- Idaho Educator's Administrative Certificate or ability to be certified preferred.

Job Data:

- Salary: \$62,000 - \$77,000 per year.
- Benefits: Medical, dental, vision, life, disability, and retirement benefits.
- Tuition Discount: 50% tuition discount. Does not include fees.
- Time Off: 5 personal days, 9 sick days and 3 days bereavement leave.
- Starting Date for this Position: **June 2024**

To apply, please submit the following to Human Resources at HR@cvcsonline.org:

- Cover letter
- Resume
- Completed [Administrator](#) employment application. The application can be found on the CVCS website under About/Employment/Apply Now.