GRACE
CHRISTIAN SCHOOL

VACANCY FOR PRINCIPALSHIP AT GRACE CHRISTIAN SCHOOL

Grace Christian School is a ministry of Grace Presbyterian Church (EPC) in Alexandria, Louisiana. We educate students from PreK3 through the 12th grade. We are seeking applicants for the position of School Principal.

Please respond to this notice by Friday July 15, 2022. Please submit the following items to Parker Pearson at Parker.Pearson@gcsla.org

a. Standard GCS Application for Employment (found at www.gcsla.org)
b. Resume
c. Three letters of recommendation, one from the pastor of your local church.

Requirements for the position of Principalship at Grace Christian School

1. The applicant must hold a master's degree (ideally in education, preferably with an emphasis in administration) from an accredited institution or have principalship on a Louisiana teaching certificate. The principal shall be full time, on-site employee. (The principal may be a teacher as well as the educational administrator of the school.)
2. The applicant must be a mature Christian who has the duty to maintain and uphold the philosophy, mission, values, and goals of the ministry of Grace Presbyterian Church.
3. The applicant must have three to five years' experience in a supervisory or management role.
4. The applicant will oversee all aspects of curriculum, educational planning, teaching, spiritual formation, and student life with an emphasis on integrating the mission of GCS with a Christ-centered education.
5. The principal will lead and develop a community of compassionate teachers and staff members who are growing as professionals, work well together, communicate effectively with parents, and are growing in faith and practice.
6. The principal shall monitor school finances and ensure budget compliance.
7. The applicant must undergo both national and state-level criminal background check with the Louisiana Bureau of Criminal Identification and Information and the Federal Bureau of Investigation.
8. The principal will report to the GCS School Board.

4900 Jackson Street, Alexandria, LA 71303
(318) 449-9031 FAX: (318) 443-1034 www.gcsla.org

GRACE CHRISTIAN SCHOOL

Job Description for Principal of Grace Christian School

The Principal is the face of Grace Christian School. As the sole employee of the school board, the Principal has the duty to maintain and uphold the philosophy, mission, values, and goals of the ministry of Grace Presbyterian Church. The Principal should be a mature follower of Jesus Christ with a deep commitment to Christian Education. This position has always been held by an active member of Grace Presbyterian Church.

The Principal is to oversee all aspects of curriculum, teaching, spiritual formation, and student life with an emphasis on integrating the mission of GCS with a Christ-centered education. The Principal is to facilitate a community of compassionate teachers and staff members who are growing as professionals, work well together, communicate effectively with parents, and are growing in faith and practice. The Principal is to communicate the vision of GCS with the parent community, potential families and students, staff, the church, alumni, and our local community. The Principal serves as the chief ambassador to recruit new students and nurture school relationships.

Duties:

- Lead the staff and students in pursuing the school's mission
- Report to the school board
- Manage budget/resources as a good steward
- Oversee admission of new students
- Oversee the school's academic program
- Student discipline and safety
- Staff recruitment, hiring, and orientation
- Staff evaluation
- Staff professional development
- Staff and student discipleship through devotions, chapel, missions, etc.
- Maintain non-public school state approval
- Comply with LHSAA or other high school athletic association requirements
- Facilities management in conjunction with Diaconate
- Leadership development and strategic thinking for the future
- Handle business and public relations aspects of the school professionally
- Develop systems to be implemented for communication, safety, reporting, etc.
- Model being a life-long learner to staff and students
- Nurture the spiritual growth of the school as a whole for the glory of God

4900 Jackson Street. Alexandria, LA 71303
(318)-449-9031 Fax:(318)-443-1034 www.gcsla.org