

<b>Mariners Christian School Job Description Vice Principal</b>
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**Position Summary:** Mariners Christian School seeks a TK-8<sup>th</sup> Vice Principal to be primarily responsible for management and monitoring of student behavioral and academic success. The Vice Principal reports to the Principal and is seen as a vital role in maintaining a positive, healthy, Christ-honoring school environment.

Start date: Wednesday, August 5, 2020

Length of work year: August through June

Salary: TBD/ Commensurate with education and experience

**Non-discriminatory policy:**

It is and shall be the policy and practice of Mariners Christian School in the hiring of employees that the school will not discriminate on the basis of the applicants' race, age, genetic information, color, gender, nationality, or ethnic origin. We do reserve the right to screen applicants on the basis of religious preference.

**Each employee of Mariners Christian School must:**

- Acceptance of Jesus Christ as his/her personal Savior and evidence of a personal relationship with Him
- Maintain a lifestyle consistent with the moral standards stated in the Mariners Christian School contract and the Declaration of Moral Integrity
- Be in agreement with and sign the MCS Statement of Faith
- Have criminal history clearance expressly for MCS (Fingerprinting to be arranged at hiring)

**Major Responsibilities:**

- Provide spiritual leadership and discipleship to all students, in every matter
- Manage and monitor all student discipline, provide ongoing support for teacher classroom management, and progressive discipline policies
- Maintain visibility, presence, and supervision outdoors including the supervision of outdoor aides
- Manage and monitor all student attendance
- Plan, support, and implement positive behavior and success programs
- Develop programs and practices to strengthen culture and environment including incentive and award programs, positive behavior intervention systems, lunch and after school clubs, character development, athletics program, and cyber-education
- Monitor academic progress, student support program, and academic eligibility
- Strengthen and further develop a positive, Christ-honoring, culture and environment
- Assume responsibility for school wide safety procedures, plans, and disaster/emergency preparedness
- Oversee Yearbook Advisor, picture days, and the creation of the yearbook
- Coordinate annual standardized testing
- Assist Student Life Director in organizing and implementing chapel program, special events, and extra-curricular activities

- Oversee the selection, employment, and evaluation of middle school substitutes
- Attend all middle school and school events including those before or after school hours
- Provide direct supervision to specified staff including observation and evaluation
- Participate as a member of the admissions committee and support all processes
- Coordinate with administration to ensure alignment of practices across all grades
- Confer with principal for additional duties and support needed

**Additional Responsibilities and Characteristics:**

- Demonstration of spiritual leadership and dedication to the spiritual formation and development of students
- Willingness to contribute to a collaborative environment and work closely with teachers and administrators
- Ability to communicate clearly and effectively, verbally and in writing
- Ability to partner effectively and positively with parents in all matters, particularly in matters of student discipline
- Positive attitude, flexible approach, and a person of integrity
- Commitment to spiritual leadership and the spiritual formation of students
- Commitment to learning, innovative teaching practice, and professional development
- Commitment to MCS core values including Exemplary Academics, Spiritual Formation, Whole Child Development, and Connected Community

**Minimum Qualifications:**

- Bachelor's degree required; Master's degree preferred
- Teaching credential required
- Administrative credential preferred
- 5 years teaching experience required
- Administrative/Leadership experience preferred

**Application Info:**

Please send the following items to Dianne McVay at [dmcvay@marinerscs.org](mailto:dmcvay@marinerscs.org)

1. Current Resume
2. Letters of recommendation (2)
3. Brief summary of Christian experience (e.g. testimony, church affiliation, ministry involvement.)

Note: Expressing interest in this position and submitting requested items does not guarantee an invitation to interview.