



Job Description

Position Title	Upper School Principal
Contract Year	12 Month
Salary	Commensurate with experience
Reports to	Head of School

Position Summary

Westminster Schools of Augusta is seeking an Upper School Principal for the **2018-2019 school year**. The Upper School Principal will sustain the excellence and mission/core values congruence of all activities in the division (grades 9-12), working closely with its faculty, students, and parents.

The Upper School Principal is a member of the school's Leadership Team and is supported by a Director of College Counseling, Department Chairs, an Administrative Assistant, an excellent faculty, and works with the Athletic Director and Fine Arts Coordinator in living out the mission of strong college preparatory education from a biblical worldview.

About Westminster Schools of Augusta

Westminster Schools of Augusta was founded in 1972 as a ministry of First Presbyterian Church. As a private, Christian, college-preparatory school located in Augusta, Georgia, Westminster serves 604 students in grades pre-kindergarten through 12. The school is divided into three divisions, lower school (pre K-5), middle school (6-8), and upper school (9-12).

The educational program of Westminster Schools of Augusta is based on "a biblically-based Christian worldview." Westminster's college-preparatory curriculum includes 19 Advanced Placement courses, with strong scores each year. Since its inception, Westminster students have had a 100 percent acceptance rate into college.

Westminster fields 16 varsity interscholastic sport teams, including football, basketball, soccer, tennis, track and field, cross country, baseball, golf, swimming, and cheerleading. There are also offerings in debate and forensics, music, theatre and visual arts that enable students to express creativity through curriculum, clubs and organizations. Westminster Schools of Augusta is dually accredited by the Southern Association of Colleges and Schools and the Southern Association of Independent Schools.

Mission

Westminster seeks to glorify God by providing an excellent education that equips students to live extraordinary lives for Jesus Christ.

Primary Responsibilities

- Serve as the spiritual and educational leader of the division responsible for its day-to-day operations
- Direct the activities of the faculty and staff in the performance of their duties and serve as their advocate, champion, and coach
- Articulate the division's mission, vision, and programs to ensure all constituencies are fully informed consistent with their individual roles
- Visit classrooms regularly to observe, evaluate, supervise, and mentor the faculty with the goal of improving teaching and learning
- Lead the Department Chairs and develop faculty passion to improve curriculum, instruction, technology integration, and assessment
- Create a culture of growth, learning, innovation, and continuous improvement
- Create a culture within the division that reflects the school's mission and core values and supports students' developmental needs (educational, spiritual, physical, social, psychological, etc.)
- Support faculty with classroom management, effective instructional strategies, communication with parents and general school matters
- Support the Educational Technology Innovation Coordinator in the integration of educational technology in the Upper School curriculum
- Provide an environment conducive to teaching and learning that is safe, secure and supportive with high morale
- Oversee and direct the sponsors of various student organizations, clubs, and activities
- Communicate and interact regularly and effectively with faculty/staff, students, and parents
- Make recommendations to the Head of School for hiring, retention, and assignments of faculty and staff while leading recruitment efforts
- Organize, plan, and lead regular faculty meetings
- Maintain a comprehensive events calendar for the division and provide oversight and coordination with all co-curricular activities
- Provide academic guidance to students and parents
- Maintain complete and confidential academic records on all students and parents
- Oversee the overall grading process and report card distribution
- Oversee the content and revision of the division's Student/Parent Handbook
- Establish guidelines for student behavior, monitor student decorum, and maintain accurate and confidential discipline records
- Be visibly present in all areas of the school and at after-school activities
- Create a master schedule and assign faculty and students to classes and other obligations
- Assist in the admission process for the testing, interviewing and evaluating of applicants
- Maintain and control the division budget
- Publically support the school and its leadership
- Perform other duties as assigned by the Head of School

Interested candidates should visit <https://wsa.net/about/employment-opportunities/> to complete an online application and attach a cover letter and resume.