



SAN RAMON VALLEY CHRISTIAN ACADEMY

POSITION: Vice Principal

REPORTS TO: Principal

SUMMARY: The SRVCA Vice Principal assists in leading all aspects of the school, supports the Principal in overseeing the day-to-day operations of the school, and contributes to the morale and satisfaction of the faculty, staff, students and parents.

DUTIES AND RESPONSIBILITIES:

Academic Leadership

- Lead Professional Development efforts:
 - Oversee weekly professional development program for staff, including collaborative learning teams and grade-level meetings
 - Lead staff members in standardized testing review process
 - Lead mentorship efforts for teachers with eventual responsibility for new teacher mentor program
- Review weekly lesson plans submitted by all faculty
- Complete formal staff evaluations, as directed
- Provide informal classroom observations to evaluate effectiveness of curriculum & instruction
- Supervise the curriculum review teams and the process for selecting new curriculum
- Assist and/or lead staff meetings
- Deliver classroom teaching where needed, including last minute substituting
- Keep abreast of the major trends in public and Christian education, including seminar attendance

Program Leadership

- Oversee junior high special events (7th/8th grade spiritual retreat, graduation, assemblies)
- Schedule and/or participate in ACSI events including student activities, professional development, annual report, district meetings, and accreditation team visits
- Serve in the ACSI and WASC accreditation process, including annual work streams and reporting
- Support Resource Coordinator and attend IEP meetings and conferences as needed
- Serve as chairperson of the SRVCA Safety Committee and assist in enforcing safety procedures
- Assist with the hiring of new staff members
- Assist with the review and revision of handbooks and policy manuals

Spiritual Leadership

- Assist the principal with staff, parent and student issues/concerns/grievances
- Assist in providing spiritual growth opportunities for staff members
- Assist with the discipline program



SAN RAMON VALLEY CHRISTIAN ACADEMY

PERSONAL QUALITIES:

- Exemplify a genuine love for Christ and commitment to live as His disciple
- An especially relational approach to education and a ministry mindset
- Humble confidence as a leader who sets an example for others to follow
- Confident decision-maker who seeks alignment but is willing to act assertively
- Creative and flexible problem-solver
- Self-starter / self-initiator

QUALIFICATIONS:

- A commitment to Christian living and the ability to articulate a personal statement of faith
- Bachelor's degree required and teaching and/or administrative credential preferred
- Five to ten years of experience in education, with a preference for experience with Christian education
- Excellent written & verbal communication skills with team collaboration capabilities
- Excellent organizational & time management skills with the ability to prioritize work

TERMS OF EMPLOYMENT:

- 40 hours/ week
- Salary: TBD
- Benefits: standard benefit package, school holidays and vacation