



JOB DESCRIPTION

TITLE: MIDDLE SCHOOL ASSISTANT PRINCIPAL
REPORTS TO: HEAD OF SCHOOL
SUPERVISES: LUNCH AND EXTENDED CARE STAFF
FLSA STATUS: EXEMPT

Under the supervision and direction by the Head of School and Middle School Principal, the Assistant Principal is committed to their work as a God-given ministry with motivation to please God and bring honor to Him.

MINIMUM QUALIFICATIONS:

All Employees:

- Must be a born again Christian dedicated to the purpose, goals, and mission of FCS.
- Are required to be in weekly attendance at a Bible-teaching church of his/her choice. FCS, as a ministry of Friends Church Yorba Linda, expects its employees to refrain from promoting their own church or denomination.
- Are expected to have a knowledge and understanding of the philosophy and objectives of FCS and be in agreement with the Statement of Faith adopted by the School Board.

Middle School Assistant Principal:

- Must have a Bachelor's degree;
- Masters degree and Administrative credential are preferred.
- A minimum of five years teaching experience is preferred.

RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Support the Middle School Principal in managing daily school operations, which include overseeing student discipline on the Middle School campus, as well as the supervision of staff and programs related to assemblies/chapels, student activities, athletics, and field trips.
- Assist the Principal in the observation, supervision, and evaluation of instructional and non-instructional staff.
- Assist the Principal in providing counseling and guidance to students and/or families in need of or requesting such assistance.
- Supervise the Middle School Lunch and Extended Care staff.
- Plan various week-long assemblies/chapels, including content and speakers.

- Regularly speak and present in chapels and other major school events.
- Supervise grade level field trips and class trips, including overnight.
- Organize extracurricular duties for staff.
- Coordinate and administrate the Disaster Preparedness Program.
- Assume administrative duties for the Middle School program in the absence of the Principal.
- Assume other responsibilities as designated.

ABILITY TO:

- Make sound decisions, within the position's delegated scope of authority.
- Develop positive and effective working relationships with administrators, employees, Board members, and others.
- Communicate professionally and effectively, both in verbal and written form.
- Treat confidential information with discretion and good judgment.
- Complete projects in an organized, professional, and timely manner.
- Multi-task and be flexible in a dynamic office and school environment.
- Resolve conflict with students, staff, and others.
- Serve effectively as part of a Leadership Team.
- Adhere to FCS policies and procedures.

PHYSICAL DEMANDS:

This position operates in an office environment, routinely using standard office equipment such as computers, photocopiers, filing cabinets, and phones. The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. This position is in an office/school setting; must be able to sit, walk, stand for extended periods of time, carry, lift (up to 20 pounds), reach, stoop, read, write, type, and climb stairs.

SPECIAL REQUIREMENTS:

- Must be a U.S. Citizen or have the legal right to work in the United States.
- Must successfully complete a Livescan and TB test.
- Must maintain federal, state and local certification requirements as necessary.