



Principal of Los Altos Christian Schools Position Description

Los Altos Christian Schools, a ministry of Bridges Community Church of Los Altos, serves students in Preschool through Ninth Grade. For over 37 years LACS has provided a rigorous yet unhurried Christian curriculum built on a legacy of excellence leading to a future of brilliance for each student. The vision is to develop each student to demonstrate leadership, pursue academics, build character, and learn to place service before self.

LACS has benefited from strong leadership and much has been achieved throughout the years. The School is now seeking a Principal for the 2020-2021 academic year and beyond to build on this momentum.

Vision and Leadership

The Principal is responsible for leading LACS Ministries to the glory of God as we help our diverse community come to Christ and become like Christ. The Principal is directly accountable for the full development and leadership of the LACS faculty and educational staff, is responsible for the spiritual and physical well-being of the student body, and the overall academic and co-curricular program integrity.

The Principal reports directly to the Lead Pastor of Bridges Community Church (BCC) and is responsible for collaboration and execution of the complete mission and vision of the church and schools.

Specifically, the Principal:

- Articulates the vision, mission, goals, and objectives of LACS to faculty, staff, parents, students, BCC, Christian organizations, donors, supporters, and the surrounding community.
- Champions an educational philosophy that promotes excellence in Christian education alongside the vital importance of a unique Learning Assistance Department.
- Creates an educational environment that is Christ-centered, engaging, pedagogically current, and meets the differentiated needs of the students.
- Serves as a spiritual leader of the school, demonstrating a personal relationship and walk with God, leading faculty and staff devotions on a regular basis.
- Leads, mentors, and directs activities of faculty and staff in a manner that positively influences their growth and professional development.
- Creates an environment of professionalism, excellence, mutual respect, care and unity among students, parents, faculty, and staff.
- Leads, in conjunction with the School Board, strategic planning of long-range plans and policy governance. Establishes, in conjunction with the School Board and church Elder Board, the objectives, policies, and standards that accomplish the mission of LACS.

Educational Curriculum and Program Development

- Positions LACS as a school of choice for Christian families in the area as well as those who are non-Christian and looking for an intentionally small and unique institution.
- Develops the annual operating plan, establishes goals, sets short-term objectives, and measures progress and achievement.
- Establishes the school calendar in collaboration with lead pastor, board president, vice principal, preschool director, parent-teacher fellowship (PAWS) president, and lead teachers.
- Provides leadership, guidance, and support for the development and implementation of new academic programs. Ensures current curricular and co-curricular areas are developed and evaluated.
- Recruits and retains highly qualified and capable Christian faculty members and staff.
- Provides regular performance feedback for all faculty and staff in collaboration with the vice principal and preschool director. Provides professional development through regular in-service training and other faculty development efforts.
- Oversees development of technology in conjunction with the IT Systems Administrator and School Board for instructional purposes.
- Ensures ACSI and WASC accreditation standards are maintained and directs the reaccreditation process. Ensures all faculty abide by accreditation standards and maintain their individual certification.
- Develops and implements effective student recruitment strategies.
- Oversees all student discipline situations.

Fiscal Management and Outreach

- Submits an annual budget to the BCC finance department and School Board each year. Administers the LACS operations within the approved budget.
- Cultivates relationships with donors inside and outside LACS and in organizations in the community to share the mission and vision of the schools.
- Manages the required fundraising levels to adequately support the budget or other fundraising goals.

Spiritual Leadership

- Actively involved in the life of the school and church; praying regularly for its ministry, staff, parents, and children.
- Continues submission to the Lordship of Christ in every area of life, the acquisition of and obedience to scriptural knowledge, continual growth toward maturity in Christ, and consistency of Christian behavior.
- Affirms the Bridges Community Church Statement of Faith: <https://www.connectbcc.org/about/believe>

Qualifications

- Master's Degree in School Administration, Education, Educational Leadership or Equivalent
- Experience as a Classroom Teacher
- Experience in working with kids who have learning differences
- Minimum of 2-3 years of School Administration Experience
- Administration/Teaching Experience in Elementary and/or Middle School Environments

Interested candidates should submit the following documents to Principalapply@lacs.com:

1. Cover letter expressing interest in the Principal position at Los Altos Christian Schools
2. Current resume
3. Statement of educational philosophy and practice

Additional information about LACS is available at <https://www.lacs.com>