



## Elementary Principal

**SCHOOL NAME:** Heritage Christian Academy

**POSITION CLOSES:** 6/1/24

**WEBSITE:** [www.HeritageChristian.info](http://www.HeritageChristian.info)

### **DESCRIPTION:**

Heritage Christian Academy is seeking an experienced elementary principal. This individual must understand the importance of creating a nurturing environment, building academic excellence, and encouraging authentic faith.

### **EDUCATION AND TRAINING:**

Masters Degree required.

### **QUALIFICATIONS:**

It is the principal's responsibility to provide a setting whereby the teachers and staff can be successful in the ministry of Christian education thus bringing the most benefit to the students in each classroom.

#### *GENERAL*

1. Maintain the distinctive Christian culture of Heritage, a school that is thoroughly and distinctly Christian.
2. Support and promote the philosophy of Heritage Christian School as captured in the Purpose Statement.
3. Integrates Biblical principles in all school activities.
4. Strive to maintain a school which is academically excellent.
5. Keep abreast of current trends in education in general and in Christian education in particular.

#### *SPIRITUAL*

1. Ensure that the teachers grow spiritually and develop a philosophy of Christian education.
2. Plan teacher devotions and a consistent chapel schedule.
3. Encourage teachers to be aware of and intervene in the spiritual needs of their students.
4. Personally maintain a strong Christian walk by attending church regularly and seeking God's wisdom on a daily basis.

#### *INSTRUCTIONAL*

1. Provide teachers opportunities for educational development and input.
2. Encourage the teachers in peer development.
3. Be responsible for all facets of school scheduling using teachers and facilities efficiently.
4. Evaluate teacher lesson plans and class activities to see that they match the curriculum and school objectives.
5. Assist the school in maintaining ACSI and other state accreditation.
6. Administer standardized testing of students on a regular basis.

#### *SUPERVISION*

1. Organize, motivate, and manage the faculty and staff to attain the objectives of the school.
2. Lead teacher meetings.
3. Regulate and enforce student discipline as outlined in the *Family Handbook*.
4. Lead the yearly revising of the elementary portion of the *Family Handbook* and the faculty manual.
5. Promote the use of the faculty handbook by teachers and staff.
6. See that the buildings and grounds are safe and properly maintained.
7. Maintain inventories of books, equipment, and furnishings.
8. Follow through to be certain that student records are adequate, accurate and properly stored.

### *INTERACTION*

1. Continually communicate with and promote unity within the school faculty.
2. Be available to students and teachers on a regular basis.
3. Attend extra-curricular activities on a regular basis.
4. Attend monthly school board meetings and give an administrative report.
5. Appropriately communicate with and respond to parent inquires, suggestions and concerns on a timely basis.
6. Write monthly articles for *Heritage Happenings* and letters to parents as appropriate to keep them abreast of school activities and needs.
7. Support the administrator in organizing a positive program for promoting the school to the public and Christian community.

### *PERSONNEL ADMINISTRATION*

1. Recruit and maintain quality faculty and staff.
2. See that all teacher and staff contracts are computed accurately and executed properly.
3. Evaluate and write performance reviews of elementary faculty and staff on a semester basis.
4. Be responsible for the health and safety of the students, faculty, and staff.

### *FINANCE*

1. Communicate with the Financial Director regarding staff sick leave days, personal days, and benefits.
2. Assist the administration and Financial Director in the development of the school budget.
3. Maintain the facilities and school equipment within the budgetary structure.
4. Oversee expenditures of the elementary portions of the budget.

### **PERSONAL QUALITIES, BELIEFS, AND VALUES:**

- Professing Christian with a heart for ministry
- Excellent verbal and written communication skills

### **ABOUT HERITAGE CHRISTIAN ACADEMY:**

Heritage Christian Academy is an independent, non-denominational Christian school, serving grades Pre-K through 12. The school is incorporated in the state of Colorado as a non-profit organization, under the direction of a nine-member board of directors. Originally founded in 1970 by three local churches, HCA opened its doors to fifty-six students, four teachers, and one administrator under the name Heritage Christian School. Today, Heritage is a fully accredited school with hundreds of students and outstanding academic, athletic, and fine arts instruction.

**SCHOOL POPULATION:** Total School Pre-K through 12<sup>th</sup> Grade: 250+

**POSITION START DATE:** 8/1/24

**SALARY RANGE:** Commensurate to education, experience, and qualifications

### **APPLICATION NOTES:**

Download the application packet at [heritagechristian.info/employment-opportunities](http://heritagechristian.info/employment-opportunities).

- Introduction/Cover Letter
- A complete, signed application
- A current professional resume
- Copies of college transcripts and credentials
- Three recent (dated within the past two years) letters of recommendation

**\*\* Partial applications will not be accepted.**

### **CONTACT:**

Mike Cuckler, Head Administrator  
[mcuckler@heritagechristian.info](mailto:mcuckler@heritagechristian.info)  
2506 Zurich Dr, Fort Collins, CO 80524  
970-494-1022