



Principal

Bethany Christian Academy (BCA) is an independent, non-denominational Christian school serving Preschool and K-8 students. Established in 1980, BCA and the preschool has been serving families in Westminster and surrounding areas for over 40 years. We are seeking an experienced, qualified, full-time K-8 Principal who will be responsible for managing all aspects of the day-to-day operations of our elementary and junior high schools. Bethany Christian Academy also has Summer Camp and an Extended Daycare Program and is open Monday through Friday, 6:30 am to 6:00 pm. We offer a competitive salary structure with a benefits package. This position will begin January 31, 2022.

The Principal will:

- Seek the Lord at all times for wisdom and discernment
- Sustain a safe, happy and stimulating learning environment for our students
- Manage the teaching staff, office administrators and support staff to provide spiritual leadership and create a supportive and encouraging environment for all
- Ensure that facilities are safe for children and comply with all state and county regulations
- Manage and coordinate curricula with teacher staff to keep abreast of current best methods and trends in education, both public and private, ensure that it complies with state and federal requirements, and provide professional development and evaluations
- Develop Master Calendar and schedule for junior high school
- Maintain relationship with Association of Christian Schools International and earn accreditation
- Interview, hire and train new staff members with School Board approval
- May be required to fill in as a classroom teacher
- Monitor and enforce discipline policy and procedures
- Work with the office manager and school board to create an annual budget and monthly financial and status reports
- Work with other schools, churches, BCA families, PTF and students to foster positive relationships and ensure proper outreach on behalf of BCA and BBF
- Work closely with the the School Board, under the direction of the Lead Pastor, to implement the vision and mission of Bethany Bible Fellowship, attending meetings as needed

Requirements:

- Personal relationship with Jesus Christ, who seeks to glorify God in all work (Colossians 3:23)
- In agreement with BBF Belief statements, located at BBFOC.org
- Bachelor's Degree, preferably in education
- Understanding and commitment to tenets of Christian education
- 3-5 years prior teaching experience, preferably in a Christian setting
- Previous leadership or supervisory experience, preferably in a Christian setting
- Master's degree and/or teaching credential highly desired
- Strong leadership and excellent written, verbal and interpersonal communication skills
- Excellent organizational, problem-solving and time-management skills

Send Resume and two letters of recommendation to office@bbfoc.org