



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Elementary Vice-Principal **OFFICE/CAMPUS:** Principal's Office / Bento

REPORTS TO: Elementary Principal

STATUS: 12 months, Full-time, Exempt

PRIMARY PURPOSE:

The position is responsible for assisting the school principal in the leadership, coordination, supervision and management of the school programs and operations.

ESSENTIAL DUTIES/FUNCTIONS:

- Assist the principal in the overall administration of the school; interpret and enforce school policies and regulations.
- Assist the principal in developing and maintaining an effective educational program consistent with HBA's mission and philosophy, policies and goals of the Board of Directors.
- Assist the principal in the transformation of HBA's culture into a results-oriented collaborative learning community.
- Assist the principal in the collaborative development, implementation, and ongoing refinement of the school's Strategic Master Plan and serve as an integral team member for the school's accreditation process.
- Assist in the facilitation of organizational efficiency by promoting and maintaining open communication among all stakeholders.
- Assist in the planning and implementation of a systematic method of supervising the instructional program through the use of learning walks, observations, documentations, and follow-up conferences.
- Assist the principal in planning and implementing a professional development/growth program for teachers and staff.
- Assist the principal in implementing an induction program for beginning teachers.
- Manage discipline of students, reporting to parents, and coordinating with teachers and counselor.
- Prepare and revise scheduling, school calendar and handbook, and coordinate with middle/high school, supplemental programs and other offices.
- Assist in curriculum development, budgeting, instructional services, programs, conferences, workshops, and faculty meetings.
- Coordinate student activities and programs, i.e.; field trips, seasonal programs, and PTF.
- Ensure the safety of students and staff.
- Manage and lead teacher assistants.
- Serve as administrator in charge in the absence of the regular principal.
- Maintain records and files and prepare reports as needed.
- Maintain and model high standards of professionalism.

OTHER DUTIES/FUNCTIONS:

- Represent the principal at school and community functions.
- Assist the principal in providing an atmosphere conducive to learning and teaching.
- Other duties as assigned.

CORE COMPETENCIES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core competencies:

- Christ-like Conduct. Imitate the life of Jesus Christ and take on his behavior, mindset, choices, and character, and apply it to everyday life. Exhibit love, humility, compassion, and servanthood, and allow God the opportunity to work in us and to manifest His Glory within us.
- Passion for Our Calling. Respond to God's passion in our hearts to complete the things He calls us to do. Acknowledge that passion encompasses more than the work, it taps into one's whole life purpose. Reward of wages and prestige are peripheral to using the God-given gifts and talents to have an effect on the greater good and an impact beyond oneself. Yield passionately to God's calling to live a life full of joy, satisfaction, and true fulfillment.
- Teamwork. Promotes teamwork through building consensus to develop mutual trust, respect, and commonality of goals. Supports team decisions, collaborates with others to develop team solutions, builds consensus, and resolves conflict.
- Customer Focus. Organizes and prioritizes resources to focus on and exceed customer expectations. Make it "easy to do business with" HBA. Demonstrate understanding, helpfulness, sensitivity, and a concern of the needs and feelings of external and internal customers.
- Effective Communication. Listens carefully to feedback and others' views and asks clarifying questions to confirm understanding. Clearly states views and opinions. Actively takes responsibility to ensure there is mutual understanding in all viewpoints and communication. Effectively adapts oral and written communication to the needs and interests of the target audience. Openly shares information in a timely manner with others who need that information.
- Results Orientation. Can be counted on to achieve assigned or promised results in a timely manner by utilizing resources effectively. Clarifies expectations and measurements of performance. Seeks guidance or other resources needed. Takes personal ownership for results by holding self and others accountable for results. Shows strong desire and drive for success by identifying and overcoming obstacles. Demonstrates a sense of urgency and is persistent in using extra effort to achieve results. Focuses efforts on, and strives to attain, results that are important to the mission of HBA and specific department goals.
- Practical Thinking and Decision-Making. Identifies, defines, and focuses on specific problems or issues. Determines information needs; collects, analyzes, interprets, and develops it for use in making decisions. Makes timely and appropriate decisions driven by the information, the needs of the organization, and the need for innovation and creativity to accomplish assigned tasks.
- Continuous Improvement. Strives to continually improve one's own job performance and to better the work environment, work quality, results, and how the work is done. Accepts both the need for and positive potential of change in the workplace. Willing to take managed risk to test approaches that may better satisfy a customer's needs or to meet HBA's needs and goals. Develops alternative and imaginative solutions and approaches to problems. Actively looks for opportunities to redesign and improve work methods and makes changes to improve operating efficiency and quality of output.
- Supporting and Leading Change. Participates in all aspects of both the organizational and process oriented change cycles to accomplish the goals set for their particular level of

responsibility. Identifies, plans for, and leads change needed to support HBA's mission and values.

WORKING CONDITIONS:

- Equipment and Software Use: Computer, phone, copier. MS Office, Google docs/calendar, Finalsite, Sr. Systems
- Work Hours: 7:30 a.m. – 4:00p.m., Monday – Friday, occasional work required during weekends and evenings.
- Mental Demands: Exercises good judgement, able to make sound decisions, shows attention to detail, ability to manage multiple projects simultaneously.
- Physical Demands: Sitting/standing for extended periods, light manual labor
- Social Demands: Ability to communicate with all stakeholders in a friendly and concise way.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination. Active member of a local Southern Baptist church, affiliated with the Hawaii Baptist Convention preferred.
- Knowledge, Skills and Abilities: Thorough knowledge of practices, methods, and techniques used in the administration and supervision of all programs in the school, skill in oral and written communications, ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, parents, students, teachers, support staff and associates.
- Education/Training: Bachelor's degree in Education from an accredited university or college. Master's degree preferred.
- Experience: Minimum (5) five years classroom teaching experience. Work experience in educational administration is helpful.