

## PreK - Secondary Principal

Date Posted: March 28, 2023

School: Open Door Christian School, a ministry of Oak Street Baptist Church

Location: Graham, TX

Date Available: June 1, 2023

Closing Date: April 25, 2023

Salary Range: \$45,000 – 55,000



### Qualifications

- Has received Jesus Christ as Savior and Lord
- Is a mature Christian, knowledgeable of biblical truth and its application to school administration
- Able to integrate biblical truth and its principles into the curriculum of the school
- Has earned a Bachelor's Degree in education from a recognized, accredited college or university required, with Master's degree preferred
- Possesses a valid standard administrator certification (preferred) or is qualified to receive such certification
- Minimum of 4 years of teaching experience required with some administrative experience preferred
- Accepts without verbal or mental reservation both the doctrinal statements in [The Baptist Faith and Message](#) as adopted by the Southern Baptist Convention and the Oak Street Baptist Church [Statement of Faith](#) and is committed to upholding them
- Is in good physical and mental health

### Responsibilities

#### Spiritual Leadership

- Show evidence of being a student of the Bible
- Maintains active membership in Oak Street Baptist Church
- Demonstrate fruits of the Spirit
- Assist teachers in integrating biblical truth in instruction
- Maintain high standards of ethics and honesty

#### Organizational Management

- Abide by the school's [Mission Statement](#) to provide a Christ-centered educational environment where we can teach the mind as well as the heart and soul of children so they are equipped for lives of Christian love, service and leadership
- Oversee the budget insuring good stewardship of available resources

- Understand data information systems and data analysis and utilize computer network systems and various software applications
- Maintain a visible presence in classrooms, on campus, in Oak Street Baptist Church, and in the community
- Maintain and routinely update the school website
- Organize and oversee all school fundraising activities

#### Parent/Constituency Relationships

- Encourage parental involvement in students' education and ensure effective communication with students and parents
- Give attention to problems and opinions of all groups or individuals
- Be easily accessible to students, staff, and parents
- Deal effectively with controversial issues and critical situations

#### Personnel Management

- Responsible for recruitment and hiring of faculty
- Work with faculty to identify areas of growth needed and to write professional development plans
- Provide the faculty with professional development opportunities to meet identified needs
- Schedule classes, students, faculty, and staff maximizing available space and personnel
- Delegate well while maintaining responsibility

#### Instructional Leadership

- Responsible for all areas of the curriculum
- Conduct ongoing assessment of student learning and work with teaching staff to modify instructional methods to fit students' needs
- Supervise and evaluate teaching staff and support staff and make recommendations regarding goals, areas needing improvement, and continued employment
- Create a climate of high expectations in the school characterized by a tone of respect for teachers, students, parents, and community
- Coordinate weekly chapel programs and student activities
- Coordinate and supervise the lunch program

#### Additional Duties

Perform other related tasks as assigned by the Board of Directors of Open Door Christian School.

Interested candidates should contact LeAnn Stetson at [lstetson@opendoorgraham.com](mailto:lstetson@opendoorgraham.com) for an application and full job description. Candidates should submit an application, resume, copies of teacher and administrative (if applicable) certificates and official transcripts no later than April 25, 2023.