



School Administrator

Annapolis Christian Academy, an ACCS-accredited PK-12 classical Christian school in Corpus Christi, TX, is looking for a school administrator. The ideal candidate will ascribe to the school's Statement of Faith and vision, be passionate about educating children and preparing them for the future, and have 3+ years of administrative experience and substantive familiarity with the classical Christian model. The administrator reports to the Head of School and is responsible for all facets of the program they oversee, including the following key areas of responsibility:

Faculty Supervision

- Assisting in recruiting and hiring faculty.
- Train faculty through weekly meetings and in-services, stimulating the exchange of ideas on issues of educational/philosophical interest and concern.
- Evaluate faculty through classroom visits and annual evaluations.
- Assist faculty in determining and matching appropriate assessment instruments to curriculum objectives.

Student Management

- Shepherd all areas of student culture, including student discipleship, through Chapel, House, student guidance, advisory, student discipline, and other venues as appropriate.
- Monitor students' academic progress and convoke teacher teams to manage academic crises.
- Prepare an upper school class schedule and assigning teachers and students to classes and other obligations.
- Coordinate the co-curricular and extra-curricular activity programs of the school.
- Oversee the culture and atmosphere, ensuring excellence in appearance, ethos, student uniform and decorum.

Curriculum

- Assist faculty in developing and implementing a purposeful, uniform, and consistent curriculum, including researching and selecting resources.
- Review all proposed changes to the curriculum and make recommendations regarding problems, overlaps, gaps, or other concerns relating to curriculum.
- Research and develop academic programs and curricula through attendance at educational conferences, scholarly research, and establishing relationships with other classical schools.
- Review levels of homework, student projects, and academic balance.

Possibility of College and Career Advisor Duties

Teaching Responsibilities

- Teaches classes indicated in the annual work agreement, typically to include the college preparedness class.
- Employs a variety of teaching and assessment methods in constructing class materials.
- As applicable, establish and maintain a course Curriculum Map that outlines on a weekly or unit basis the material covered in the course, in accordance with the ACA Curriculum Guide.
- As applicable, maintains a comprehensive course notebook containing syllabi, handouts, tests, quizzes, lecture materials, examples of student work, for each individual subject taught, including course syllabus detailing course specifics, expectations, grading procedures, and classroom supplies.
- Applies the spirit, as well as the letter, of all school rules. Holds students accountable for proper classroom decorum and deportment.

Guidance Functions

- Forms and maintains a close working relationship with each high school student, assisting them in the college search and application process.
- Researches, maintains, and shares with families information on colleges, college guides, scholarships, and financial aid.
- Meets with college admissions representatives and facilitates student-counselor interactions.

- Compiles (as needed) internal data regarding admission decisions and statistics and gather any necessary data for inclusion in the school profile, including whatever information is requested by the administration.
- Responsible for the graduation ceremony, including all the event preparations, details, and event execution.
- Develops and maintains the “college preparation pipeline”, including but not limited to:
 - ✓ Educate students and parents about college selection and admissions process, trends, procedures, and testing.
 - ✓ Meet with 8th grade students and parents to provide a “road map” to the coming years.
 - ✓ Meet with 9th and 10th grade students to establish a basis for further advising.
 - ✓ Meet with 11th and 12th grade students and/or parents to monitor and guide each student’s process.
 - ✓ Track alumni progress and success.

Counseling Functions

- As needed, assist the Head of School and/or teachers in assessing the needs of students struggling to succeed.
- Mentor and council at-risk students and students in need of additional staff support
- As needed, provides educational sessions to parents about parenting or relevant “hot topics” for the ACA community.

Registrar

- Maintain official student records, including transcript updates and requests.
- Track progress towards fulfillment of graduation requirements and advise principal of students not on-track.
- Provide juniors and seniors with official school recommendations and supply post-secondary institutions with requested data.
- Organize and carry out all logistical needs for the PSAT, CLT, and SAT.
- Coordinate all logistical details for graduation, including orders for diplomas, diploma decals, robes, etc.

Professionalism & Other Responsibilities

- Assist the headmaster in developing and maintaining a comprehensive and specific vision, mission, policies, and definition of classical and Christian education.
- Oversee grading, grade reporting, and reporting of instructional methods.
- Develop and maintain efficient administrative procedures for upper school admission, enrollment, discipline, parent communication, fire drills, etc.
- Work with the headmaster to plan and oversee the graduation ceremony
- Exercise fiscal responsibility by staying within appropriate budgetary guidelines
- Maintain the educational standards established by those agencies that examine and accredit the school.
- Maintaining a comprehensive calendar of school events and keeping the entire school community informed of various school programs and activities.
- Overseeing parent education and retention programs through new parent orientations, monthly newsletters/essays, Parent Academies, and parent/teacher conferences.
- Collect and report data on student progress, curriculum, and pedagogical excellence through administering a standardized testing program.
- Completes duties and assignments fully and in a timely manner, taking initiative in undertaking tasks, and fulfilling obligations undertaken.
- Submits to the school’s policies and procedures, as demonstrated by adherence to dress code, working hours, substitute lesson plans, reimbursement requests, and work orders.
- An active member of a local Christian church.

To apply for this position, submit a cover letter and resume to tlockyer@aca-cc.org