



MOUNT DORA CHRISTIAN ACADEMY

— Est 1945 —

OPEN POSITION: UPPER SCHOOL PRINCIPAL

The upper school principal is responsible for all curricular and extra-curricular activities for students in grades 6-12. The ideal candidate will have experience leading a Christian school and a proven track record as a spiritual leader to students, faculty, and staff. The upper school principal reports to the head of school and serves on the senior leadership team.

Major responsibilities:

- Act as the instructional and spiritual leader of the school, responsible for its day-to-day operations; to direct the activities of the members of the school's instructional and non-instructional staff in the performance of their duties
- Provide an orderly, controlled environment in which learning can take place, a school climate that is supportive and reflects high morale
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff
- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures
- Provide information and counsel to the Head of School on the educational challenges and procedures for the secondary level of the school
- Effectively communicate and partner with parents in the educational and spiritual development of students
- Support school initiatives and show support for student interests outside of the school day
- Assist the head of school with other duties as assigned

QUALIFICATIONS:

Must be a faithful member of a congregation of the Churches of Christ

Must be able to sign and support the statement of faith and community covenant

Possess a minimum of a Master's degree in educational leadership or a related field

Possess or be eligible for a Professional Teaching Certificate from the Florida Department of Education

Have a minimum of five years of experience in a leadership role, preferably in a Christian school

Exhibit a strong faith and exemplary lifestyle.

Must be able to establish and maintain effective professional relationships while guiding and managing faculty and staff

Must be able to build effective partnerships with parents

Have experience using classroom technology, electronic resources, programs, and platforms

Ability to exercise good judgment

Must submit to a background check

Please apply by submitting a resume, cover letter, and three references to:

Mount Dora Christian Academy
301 W. 13th Ave.
Mount Dora, FL 32757
Attn: Lori Hadley

or

lori.hadley@mdcacademy.org