



7220 NE Arnold Ave - Adair Village, OR 97330

541.745.5524

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**Job Title:** High School Principal

**Supervisor:** Superintendent

**Start Date:** August 14, 2023 - June 14, 2024

**Position type:** Full Time (11-month Contract), Salaried

**Benefits:** Sick Time, PTO, Health & Life Insurance, 401(k), Tuition Discount

**Salary:** \$70,000 - \$85,000

**Email Cover Letter and Resume to** [fishb@santiam.org](mailto:fishb@santiam.org) [Application Link](#)

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### **School Mission Statement:**

The primary purpose of Santiam Christian Schools shall be to assist Christian parents who adhere to our Statement of Faith in the training of their children by providing a Christ-centered, academic environment that encourages the development of a Christian world-view emphasizing academic excellence, Christian character, responsible citizenship, and service to others.

### **Job Description:**

Santiam Christian Schools is located in Adair Village, about seven miles north of Corvallis. Santiam Christian comprises four schools: preschool, elementary, Junior high, and High School—our High School averages between 240-280 students and 25 faculty. The High School Principal is responsible for building and maintaining a positive culture anchored in truth, grace, wisdom, character, service, stewardship, community, and love. This includes graciously communicating and collaboratively working with any and all members of the school community. The ideal candidate will have at least five years of teaching experience and two years of administration experience. The ideal candidate will also understand best practices in curriculum, professional development, and student management.

### **Education and Experience Qualifications:**

#### **Required:**

- Current state administration certification and/or ACSI administrative certification.
- Master's degree in education (preferably leadership/administration).
- At least five years of successful teaching experience.

#### **Preferred:**

- High school teaching experience is preferred.
- At least two years of successful leadership experience.

- Strong knowledge of and experience in Christian Education.
- Experience with school accreditation processes.
- Experience with Academic Support Services and inclusive education, working with children of a wide range of learning abilities.
- Experience with standardized assessments such as NWEA MAP tests, AP exams, P/SAT and ACT assessments, etc.
- A strong understanding and familiarity with research-based trends in education.

### **Required Spiritual Qualifications:**

- Must be a "born-again" Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23).
- Must be a spiritually mature and growing Christian who is active in his/her Christian life, with an understanding and commitment to the philosophy of Christian Education, compatible with that of Santiam Christian Schools.
- Accepts, without reservation, Santiam Christian School's Statement of Faith Gives testimony that administration is a spiritual calling and that administrating in Santiam Christian School is God's direction for his/her life for this school year.
- Affirms that the Bible is God's Word and the standard for faith and daily living.
- Manifests by daily example, the highest Christian virtue serving as a Christian role model (1 Timothy 4:12), both in and out of school, to pupils (Luke 6:40), parents, and fellow employees. Instruction is not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience.

### **Required Administrative Qualities:**

- **Committed to Christian Education:**
  - The principal has a strong and authentic commitment to living his/her Christian faith both within and outside the school community. He/she strives to be an intentional disciple of Christ. As principal, she/he exhibits a clear understanding of and commitment to the role and vision of Christian education as understood by the school's mission and faith statement and to the spiritual growth of the whole school community.
- **Leadership and Serving Others:**
  - Expresses gratitude and humility about the opportunity to lead. Fosters and promotes the overall school vision through its focus and procedures. Recognizes the challenging nature of the leadership role and is highly committed to investing the mental, emotional, and physical energy to serve. Seeks to build professional relationships with others. Helps others develop a shared vision of a more productive future based upon the unique strengths and interests of the school and family as a whole. Is committed to exhibiting the fruits of the Spirit to the best of their ability. Engages with parents and students in after-school activities and events.
- **Establishes Learning Partnerships:**
  - Has a clear understanding of the school in a partnership with the families and greater SCS community. The principal enables opportunities for parents to be vital partners in student growth and works to develop strategies and learning opportunities that prepare teachers to

enrich student learning.

- **Maintaining Discipline and an Orderly Environment:**

- Sets standards for discipline and maintains these standards fairly and consistently. Ensures that the building and surrounding areas are safe and orderly environments in which to study, learn and work.

- **Negotiating/Handling Conflict:**

- Successfully mediates conflict between individuals and groups; can resolve and settle disputes equitably; can find common ground and obtain cooperation with minimum disruption.

- **Assessing and developing talent:**

- Is a good judge of individual gifts, talents, and knowledge; seeks to hire the best people available from inside or outside; provides accurate performance evaluations and assembles/develops a talented team.

- **Interpersonal Skills:**

- While embracing their leadership role, the principal is accessible and approachable; builds constructive and effective relationships; has a professional demeanor that immediately puts others at ease, and disarms hostility.

- **Student Focus:**

- Believes that decisions must be based on what is best for students' spiritual development, learning, and achievement. Is committed to ensuring all students, regardless of limitations, are entitled to develop their unique strengths and talents. Develops with teachers and parents clearly defined targets and goals to help students grow. Believes firmly in integrating faith and reason in all classes as a critical component in developing the student as a whole person.

- **Planning and Fiscal Accountability:**

- Works with teachers and staff to develop and implement short- and long-term goals consistent with the school's core mission. Plans the expenditure of funds responsibly within the school budget and monitors expenditures on a regular basis. Seeks alternative funds/grants for special projects when necessary.

- **Day-to-Day Management/Time Management:**

- Uses his or her time effectively and efficiently; concentrates his or her efforts on the most important priorities; adeptly handles several tasks at once.

- **Willingness to Take on Tasks and Generate Creative Solutions:**

- Possesses the necessary knowledge and skills to perform their job at a high level; demonstrates an ability to develop and implement new ideas into best practices; is eager and open to implementing creative ideas in line with the mission.

- **Problem Analysis/Judgment and Decision Making:**

- Ability to discern relevant information and analyze complex situations. Utilizes logic, experience, reflection, and data to resolve problems promptly and effectively. Demonstrates a proven ability to use faith and reason in their decision-making.

**Other Responsibilities:**

- Perform other duties as assigned by the Superintendent.

**Terms of Employment:**

- Required background check
- First aid/CPR certification
- Agreement with [Statement of Faith](#)

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