

**GULF STATES CONFERENCE OFFICE OF EDUCATION**  
Job Description

<b>JOB TITLE:</b> Principal/Elementary Teacher	<b>REPORTS TO:</b> Vice President of Education
<b>DEPARTMENT:</b> Instructional	<b>EFFECTIVE DATE:</b> July 1, 2025
<b>EMPLOYEE NAME:</b>	

**POSITION SUMMARY:**

The principal is accountable for the overall day-to-day administration and operation of Adventist Christian Academy so as to ensure the optimum fulfillment of its mission and mandate, in accordance with the administrative and educational policies of Adventist Christian Academy, the Gulf States Conference of Seventh-day Adventists, and the associated laws and regulations of the State of Florida.

The teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, spiritual, emotional and physical growth. The teacher is responsible for organizing and implementing an instructional program that will result in students achieving academic success. This is a full-time, salaried position that includes teaching a few classes.

**POSITION QUALIFICATIONS:**

Gulf States Conference personnel will be faithful practicing members of the Seventh-day Adventist Church whose life and habits have a positive influence in leading students to Christ. Gulf States Conference personnel will be passionate about Adventist education and will support the mission of Adventist Christian Academy at all times.

Employees must fulfill the performance standards of this position and comply with policies, rules and procedures of Adventist Christian Academy, the Gulf States Conference, the Southern Union, and the North American Division, including those set out in the Employee Handbook or otherwise communicated (orally or in writing) to employees.

The following requirements are representative of minimum levels of knowledge, skills and/or abilities:

### **Interpersonal Relationships**

- Provides a role model of successful Christian living for the students.
- Interacts with students and models spiritual maturity in leading students towards Christ and then spiritual growth.
- Interacts with students and others in a manner that is sensitive to diverse academic, spiritual, and personal needs.
- Exhibits the interpersonal skills to work in collaboration with, and in support of, colleagues in planning and implementing educational activities.
- Maintains active communication and positive relationships with parents, administration, board members, constituents, and community.
- Respects and accepts each individual, regardless of sex, race, color, ethnic origin, cultural or socioeconomic background, religion, or disability.
- Demonstrates the interpersonal skills necessary for basic conflict resolution, following the appropriate chain of command.

### **Professional Responsibilities**

- Demonstrates a personal commitment to SDA Christian leadership principles and lifestyle.
- Demonstrates effective organizational skills in managing professional responsibilities.
- Participates in church, school, and extracurricular projects and activities.
- Initiates professional development activities and participates in conference sponsored professional in-service training on a regular basis.
- Cares for personal and school property.
- Ability to work as a member of a team as well as independently.
- Understands and follows the school budget.
- Proficient in computer programs such as Word, Excel, PowerPoint, FACTS SIS, and IXL.
- Responds to inquiries or complaints from stakeholders, regulatory agencies, or members of the business community in a professional manner.
- Is on-time for meetings/appointments and performs administrative and other responsibilities in a timely manner.
- Understands the importance of confidential information concerning students and others while maintaining a high degree of integrity and support for the school.

### **Administrative Process**

- Promotes SDA philosophy, ensuring that all subject matter is taught from a SDA perspective based on curriculum guidelines and requirements of the North American Division, Southern Union, Gulf States Conference, and Adventist Christian Academy.
- Implements the administrative policies of the Gulf States Board of Education and the Adventist Christian Academy School Board.

- Accepts the responsibility of spiritual leadership of the school.
- Serves as the executive secretary of the Adventist Christian Academy School Board and in counsel with the chairman, prepares the Board's agenda and records the minutes.
- Acquaints students, parents, staff members, and other stakeholders with policies and procedures relative to the operation of the school.
- Encourages and supports staff members, giving due recognition to lines of authority and to duties and responsibilities assigned them.
- Guards confidentiality of confidential and official information about students and staff members to unauthorized persons.
- Allows students and staff members the freedom to express views and objectively considers the given opinion.
- Strives for excellence in administrative methods and techniques aiming to more effectively serve students, parents, and all stakeholders.
- Reflects on the school's progress and program endeavoring to improve student services and outcomes.

### **Instructional Process**

- Promotes SDA philosophy, ensuring that all subject matter is taught from a SDA perspective based on curriculum guidelines and requirements of the North American Division, Southern Union, and the Gulf States Conference.
- Demonstrates evidence of lesson and unit planning and preparation that honors individual diversity and builds upon prior knowledge.
- Selects subject matter that is academically and developmentally appropriate for diverse abilities and interests.
- Employs a variety of teaching techniques and activities appropriate to student learning styles and subject matter, stimulates critical thinking, and monitors student understanding.
- Uses a variety of evaluation techniques to provide feedback and communicate progress, providing opportunities for students to learn from mistakes as well as successes.
- Utilizes appropriate classroom management routines that facilitates student engagement and continuity.
- Provides for individual differences through diagnostic and prescriptive teaching.
- Communicates challenging expectations that encompass critical and creative thinking as well as problem solving skills.
- Maintains a classroom climate conducive to student learning, allowing sufficient time for academic activities.
- Utilizes effective behavior management techniques which promote self-discipline.
- Attempts to systematically involve all students in the instructional process and encourages intellectual risk-taking.
- Promptly grades and returns assigned material to the student and posts grades and attendance in the student management system in a timely manner. The teacher will set the example for punctuality to classes and other scheduled meetings.

## **JOB STANDARDS AND REQUIREMENTS:**

### **Education:**

- A minimum of a Bachelor's degree in Education.
- Required to have and maintain a valid teaching certificate with an Elementary Endorsement (Junior Academy endorsements would also be desired) issued by the North American Division of Seventh-day Adventists.

### **Experience:**

- Multi-grade experience in an Adventist school is preferred.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Provides the leadership and creates a learning, teaching, and working environment such that the optimum spiritual, physical, social and mental development and wellbeing of the diverse groups of students and faculty can be achieved.
- Cooperates with the Treasurer concerning the following financial duties and responsibilities: preparation & revisions of the budget and overall financial management of the school; completing monthly financial reports; collection of accounts receivable; accurate equipment and supplies inventories.
- Responsible for developing and maintaining an accurate record-keeping system in compliance with the Gulf States Conference Board of Education record-keeping standards to ensure the security of all school records, including the following: student scholastic, health, and attendance records; minutes of school board meetings; evaluation/school improvement action plan progress; accident records and copies of reports.
- Ensures effective and timely handling of disciplinary measures, grievances, and misconduct of students.
- Provides, in a complete and timely manner, all reports required by the North American Division of Seventh-day Adventists and the Gulf States Conference Office of Education.
- Provides for the complete and timely development of the annual school calendar.
- Responsible for school publications, which includes the school's handbook and website.
- Maintains the school's Safety/Emergency Comprehensive Plan including safety drills to ensure students and staff know what to do in the case of an emergency.
- Keeps the school Board fully current and informed on the overall operation and condition of the school and on all important factors influencing it.
- Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.

- Communicates effectively, both orally and in writing, with students and parents on a regular basis. Meets, as needed, with parents to discuss student progress and problems.
- The teacher must be willing to help students outside of the regular classroom scheduled time.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Assumes responsibility for meeting his/her class and school-wide student performance goals.
- Meets professional obligations through efficient work habits such as meeting deadlines and honouring schedules.
- Teachers are to be prompt to classes and staff meetings. If a teacher is sick or absent for a class, they are to notify the principal and make efforts to find a substitute.
- Prepares daily lesson plans for the courses following NAD curriculum guidelines.
- Selects textbooks and supplementary books, online sources, magazines and newspapers for courses.
- Assigns lessons and corrects homework.
- Administers tests to evaluate student progress, records results and issues reports to keep parents informed of progress.
- Assignments and grades must be uploaded into the student management system at least once a week
- Keeps attendance records and checks in with parents when students are missing from class.
- Maintains discipline in the classroom.
- Proficient in the use of technology and willing to learn how to include and utilize technology resources in the classroom.
- Participates in faculty/staff meetings, educational conferences, and teacher training workshops.
- Accompanies students on field trips to expand classroom learning to the real world.
- Provides adequate supervision of students for which he/she is responsible. School personnel are responsible for the care and safety of students while at school and during all school functions, on or off campus. This includes the need for teachers to be present at school 30 minutes before and after school hours, and until every child has gone or been provided for by the supervision of other school-approved individuals.
- Has the ability to work in a multi-grade environment.
- The teacher's classroom must be regularly maintained and cleaned.
- The teacher willingly participates in school functions to show support of the school program.
- Attends the constituent church on a regular basis.
- Performs other duties and responsibilities as assigned by the principal/school board.