



Principal Position Available

School: Oakview Preparatory School of SDA –Full-day school, Pre-K to Grade 8

Job Title: School Principal

Description: Our thriving school is looking for a dynamic, Christ-centered, SDA Principal who is passionate about leading students to Jesus. The successful candidate is committed to encouraging students to achieve academically and socially. The candidate will set high standards for excellence that include innovative 21st century methods of education and communication. The principal of the school is the chief administrator and is responsible for both the instructional program and the financial operation of the school. The principal is hired by the conference upon the recommendation of the conference superintendent of schools in consultation with the school board. Duties of the principal are designated by conference and school board policies.

1. Professional qualifications for a principal include appropriate denominational certification or annual progress toward that goal.
2. A principal must submit to background checks as required by conference policy and governmental laws.

Applicants for this Principal position are required to meet the following criteria:

Among the major responsibilities of the principal are to:

1. **School Leadership:** Provide visionary leadership in line with the mission and values of the Seventh-day Adventist School.
2. **Academic Program Oversight:** Supervise and support teachers to ensure the delivery of a comprehensive curriculum that meets educational standards and reflects the school's values.
3. **Staff Management:** Evaluate teaching faculty and support staff, fostering a positive and professional work environment. Lead productive, timely faculty and/or staff meetings.
4. **Student Support:** Implement strategies to support the social, emotional, and spiritual development of students, promoting a safe and inclusive school community.
5. **Parent and Community Engagement:** Collaborate with parents and community stakeholders to foster positive relationships, encourage parental involvement, and maintain strong community connections.
6. **School Administration:** Oversee day-to-day operations, including budgeting, scheduling, facilities management, and compliance with relevant policies and regulations. Organize and supervise the accreditation self-study process.

7. Professional Development: Provide ongoing professional development opportunities for staff, promoting continuous improvement and staying up-to-date with educational best practices.

8. Communication: Maintain regular communication with parents, staff, and stakeholders through newsletters, meetings, and other platforms.

9. Spiritual Leadership: Promote a Christ-centered educational environment, incorporating biblical principles into the school's culture and activities.

- Implement, in conjunction with the faculty and staff, the operational policies of the NAD, the *Education Code*, the conference board of education, and the school board.
- Work in a collegial and cooperative manner with the school board.
- Serve as executive secretary (recording secretary) of the school board.
- Support the school board chair in meeting responsibilities.
- Work with the school board chair to develop the agenda for board meetings.
- Represent the school as its official spokesperson.
- Supply required reports to the conference, Atlantic Union Conference, and NAD Offices of Education.
- Implement and execute safety education programs such as emergency drills.
- Create a yearly school calendar of events which coordinates with the conference office of education school calendar.
- Verify that immunization records for each student are on file and current.

Qualifications:

- Documented proof to work legally in the USA
- Minimum of 5 years of experience in educational administration.
- Master's Degree in Education and Current SDA Certification
- Highly professional work ethics and strong leadership qualities
- Ability to multitask and deal with complex issues
- Ability to act quickly and justly in decision making
- Experience and understanding of multi-cultural and diverse backgrounds and family dynamics
- Ability to keep a calm, level head in the face of adversity
- A firm commitment as a member of the Seventh-day Adventist Church
- A commitment to offering an academic program with high standards, while addressing the needs of all students
- Ability to maintain the standards of the school while being forward thinking and progressive
- Possessing and expressing genuine love, care, and concern for others
- Excellent communication skills

Salary ranges between 70,000 to 76,000.

Please send an updated resume, along with three references to: Maria Thomas,
Superintendent of Schools Greater New York Conference, 7 Shelter Rock Road, Manhasset, NY 11030
Phone: (516) 467-5245
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