



CYPRESS
CHRISTIAN
SCHOOL



Opportunity Invitation
High School Principal



ABOUT CYPRESS CHRISTIAN SCHOOL

In 1978, a group of concerned Christian parents from Cypress Bible Church started Cypress Christian School. They incorporated it as the CCCS Society, Inc. and began with 18 students in the 6th, 7th, and 8th grades in the facilities of Cypress Bible Church. The founders viewed private Christian education as a commitment, not a commodity, and knew it would take a great investment of time and resources for the school to thrive. These founders loved children and understood the biblical mandate of recognizing that Christian parents have ultimate responsibility for their children's education.

Today, CCS offers a well-balanced K-12 education to over 650 students annually, including award winning programs in Academics, Fine Arts, Athletics, and co-curricular opportunities. As a private Christian school, the Christian emphasis and biblical worldview are an integral part of the academic curriculum, weekly chapel services, athletics, fine arts and special programs. By working in partnership between the school and home, CCS seeks to develop Christ-like character and intellectual competence, helping each student to achieve maximum academic and personal success.

CCS is accredited by the Association of Christian Schools International (ACSI), Texas Private School Accreditation Commission (TEPSAC) and AdvancED.

Mission

The mission of Cypress Christian School is to honor the Lord Jesus Christ by providing students an education based upon academic excellence and biblical values.

Vision

The vision of Cypress Christian School is to positively impact culture by promoting truth, advancing the Christian faith, and equipping students to serve and lead with excellence.



ACADEMIC EXCELLENCE | BIBLICAL VALUES | CULTURAL IMPACT

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OPPORTUNITY

OVERVIEW

Under direction of the Executive Director (also may be referred to as “Head of School” or “HOS”), the High School Principal is responsible to fulfill the school’s mission of honoring the Lord Jesus Christ by providing students an education based upon academic excellence and biblical values through the school’s High School program.

More specifically, the High School Principal is the administrator whom the Executive Director has charged with the primary oversight and responsibility for all the school's high school programs. The Principal oversees all policies within the school and sees that they are followed, as well as ensures that the school follows rules set by governing agencies applicable to private schools. S/he will also supervise all high school teachers/staff and evaluate them according to best industry standards and procedures as may be stated in the Faculty Handbook. This includes supervision of high school and potentially secondary administration, and other secondary school program directors.

The High School Principal will also manage volunteers and programs, as well as coordination of special events, such as Tribal Events, special field trips, or special emphasis weeks. This may include assisting with school functions such as Blue/White Night, Homecoming, Annual Member Meetings, Parent Open House, Parent Meetings, etc.



OPPORTUNITY

RESPONSIBILITIES

- Provide direction and supervision of direct reports and offer professional growth and development; develop and communicate goals and objectives; monitor, evaluate, and provide constructive feedback and direction to direct reports.
- Ensure all state, ACSI, and industry requirements are met to allow for highest level of educational quality possible for all secondary students.
- Assist the Curriculum Coordinator with all secondary curriculum in assuring appropriate scope and sequence in every subject and level, assist teachers in integrating biblical truth in all curricula, hold high school teachers accountable for following curriculum guides, and check lesson plans on a weekly basis.
- Supervise developing and implementing new curriculum as improvement or additions are needed.
- Carry out discipline policy of high school students as needed throughout each school day.
- Oversee the high school budget, ensuring good stewardship of available resources.
- Communicate effectively to keep parents, students, staff, and faculty informed of school programs and information.
- Schedule and supervise high school faculty duties.
- Prepare and conduct high school divisional faculty meeting at least once a month.
- Coordinate Learning Center services for high school students with the Learning Center Director.
- Facilitate the annual testing program for the high school students (typically in April of the year).
- Coordinate weekly secondary chapel programs and student activities.
- Assist Admissions Coordinator with enrollment of students as needed.
- Assist with recruitment and hiring of secondary faculty.
- Serve as advisor and counselor to HOS, and assist HOS in administration of academic, personnel and operational matters.
- Assist HOS and other in oversight and implementation overall academic standards for entire school, elementary and secondary, to ensure professional and educational integrity for the entire school.
- Assist in school wide accreditation efforts to ensure successful accreditation and re-accreditation with ACSI and any other necessary or appropriate accreditation organizations.
- Perform additional duties as necessary or as directed by HOS.

OPPORTUNITY

QUALIFICATIONS

- Masters degree; terminal professional degree or doctorate preferred.
- Must possess a valid Principal certificate (ACSI or State of Texas) or receive the same within one year of employment.
- Must bring significant leadership and complex administrative experience to CCS.
- Classroom teacher experienced (5+ years) at the appropriate level preferred
- Commitment to integrity and biblical teachings; Christ-centered perspective and motivation demonstrated in both professional and private life. Must be able to fully support CCS' Lifestyle Statement.

KEY CANDIDATE CHARACTERISTICS

- Excellent leadership skills and team-oriented management approach; ability to effectively manage staff in areas such as selection, development, coaching, motivation, scheduling, and performance evaluation.
- Commitment to professional and academic excellence as a means to honor God.
- Excellent interpersonal skills; ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings including but not limited to co-workers, peers, and Board members.
- Highly organized with the ability to multi-task and manage a variety of task types.
- Strong communication skills; ability to communicate the vision and values of Cypress Christian School both internally and externally.
- Member in good standing of an evangelical church, leading a mature Christian life.

For more information or to apply for this position, please contact:

Bryan Fowler

Senior Vice President

bfowler@faithsearchpartners.com

or

Greg Barnes

President, Mission Enterprise Division

gbarnes@faithsearchpartners.com

