**Scope of Position:** The Assistant Principal is responsible for providing support in the leadership of the Pre-K – 5th grades at the Shepherd Community Academy.

**This ministry position and its department help to break the cycle of poverty on the near Eastside of Indianapolis by:**

**Position Details:**

* **Ministry Area:** Shepherd Community Academy
* **Reports to:** *Director of Education*
* **Supervising:** *Interns, volunteers, staff*
* **FLSA Status:** *Full Time, Salary, Exempt*
* **Location:** *4107 E Washington St*
* **Remote Option?** No
* **Start date:** *Immediate*

**Position Schedule:** 40 hours/week

* Monday-Friday, 7:45 am – 3:45 pm
* Some weekends and evenings for School and Shepherd events

**Essential Duties and Responsibilities:**

* Performs general administrative and supervisory duties in total operation of school and assumes responsibilities for general operation of the school at the direction of and in the absence of the principal.
* Coordinates substitute teachers, in the event of teacher absence.
* Addresses student behavioral issues, in alignment with policies and procedures outlined in the Shepherd Community Academy Student Handbook.
* Conducts classroom observations on instructional staff; provides input to the school principal during the teacher evaluation process.
* Engages in the analysis of student performance data and results planning.
* Assists the Instructional Coach with the coordination of standardized testing in the school.
* Assists in planning, implementing, and evaluating professional development.
* Performs health services, if needed, for which formal training will be provided.
* Performs other duties as assigned by the principal.

**Qualifications  
Required Qualifications**

* Strong leadership and strategic planning skills
* Strong communication and collaboration skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities
* Bachelor’s Degree with teaching license (education or early childhood development)
* Master’s degree preferred or pursing Master’s degree in leadership or building leadership
* 3-5 years of experience working with children (in an inner-city environment preferred)
* Training: Ministry Safe, Civil Rights (available on-site after hiring)
* Certifications: First Aid, CPR (available on-site after hiring)

**Preferred Qualifications**

* Ability to communicate thoroughly in English and Spanish
* Experience working with Children
* Ability to drive vehicles (License Required)

**Additional Requirements for Employment**

* Personal commitment to Shepherd’s Statement of Faith, mission and values.
* Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches and community.
* National Background Check (conducted by Shepherd)
* Provide verification for authorization to work in the U.S. (Form I-9)
* Adherence to Shepherd Community Employee Handbook.
* Engages, helps train and mentors volunteers in service to the ministry whenever possible.
* Participate in the Paraclete Program
* Performs other duties and responsibilities as requested.

**Shepherd Community Inc. Employment**

Employment with Shepherd Community, Inc. (“SCI”) is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

**Equal Employment Opportunity**

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran’s status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.