



**Title:** SCA Principal (PreK-12<sup>th</sup> Gr.)  
**Salary Range:** Exempt (\$50,000-\$70,000)  
**Status:** Full-Time (12-months)  
**Reports to:** SCA Board of Directors  
**Job Location:** Seaside Christian Academy, Ocean City, MD

**Overview:**

Seaside Christian Academy (SCA) is recognized by the Maryland State Department of Education as a PreK3 thru 12<sup>th</sup> grade Non-Public church-exempt school. Seaside Christian Academy is also a member of the Association of Christian Schools International (ACSI). Seaside Christian Academy exists to educate children spiritually, academically, socially, and physically, equipping them for every good work in Christ Jesus.

**Required Spiritual Qualities:**

- Have received Jesus Christ as your personal Savior
- Believe in the Bible is God's Word and standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a member in good standing at a Bible-believing New Testament church
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Integrate biblical principles and the Christian worldview throughout the school.
- Accepts without verbal or mental reservations; SCA Mission Statement, the SCA Vision and the SCA Statement of Faith and commit to upholding them (Addendum 1)

**Job Qualifications and Skills:**

- The principal reports to the SCA Board and manages the overall academic program at SCA.
- The principal serves as the educational leader, responsible for managing the policies, regulations, and procedures related to student growth and achievement, especially concerning academic growth.
- The principal ensures that the academic program and culture of school appropriately reflects the school mission, vision, Statement of Faith and best practices in education.
- Demonstrate strong relational skills with; Board members, faculty, students, families, and community.
- Demonstrate excellent oral and written communication skills
- Ability to manage multiple activities with excellent time management skill.
- Demonstrate experience managing crises involving; faculty, staff, students, families, or community.
- Demonstrate experience seeing and casting vision under the leadership of the Board
- Demonstrate experience evaluating and assessing school programs and making appropriate adjustments
- Demonstrated a clear desire to grow professionally through a history of recorded professional growth.
- Demonstrate a clear ability to supervise employees; faculty and staff.

**Job Responsibilities:**

- Having evidenced spiritual leadership in the past as well as to school faculty, students, and parents
- Provide leadership and oversight of the school curriculum.
- Provide oversight and support concerning all SCA administrative activities.
- Demonstrate a history of discipline and counsel students from a Biblical perspective from PreK - 12<sup>th</sup>.

- Demonstrate excellent organizational and administrative skills
- Experience in promoting and facilitating professional development for faculty and staff
- Ability to train teachers to integrate biblical truth into all academics with excellence
- Regularly attend and lead; morning devotions, faculty meetings, and in-service opportunities.
- Demonstrate excellent communication, interpersonal skills and good judgment, such as appropriate school closings.
- Demonstrate a high level of computer literacy, having a high proficiency with Microsoft Office and Google Suite and school management FACTS software administration.

**Essential Job Functions:**

- Supervise all teachers and staff serving in academic roles
- Evaluate faculty and staff and provide guidance for effective instruction and spiritual growth
- Coordinate professional development strategies for teachers with specific regard to increasing academic qualifications and improving teaching skills
- Participate in monthly Board meetings
- Provide academic input to student admissions/enrollment efforts

**Education & Experience**

- Five or more years teaching experience required
- Bachelor degree in Education, required
- Graduate work in education, preferred, with a concentration in Administration or Leadership
- Administrative Certificate from the Association of Christian Schools International (ACSI); or be willing to apply
- Prior school leadership/administrative experience, preferred

**Physical Requirements:**

- Must be able to lift up to 25 pounds if necessary.
- Must be able to traverse school grounds and facilities and lead students to safety in the event of an emergency.
- Must be available to work evenings and weekends when necessary

**A Condition of Employment:**

- Applicant must pass a pre-employment criminal background check with finger printing
- Valid Maryland driver's license.

**Interested job applicants should submit a copy of their resume and a completed job application, located on the SCA website, to [hr@seasidechristian.org](mailto:hr@seasidechristian.org)**

**Seaside Christian Academy**

## **(Addendum 1)**

### **Mission**

Seaside Christian Academy exists to educate children spiritually, academically, socially, and physically, equipping them for every good work in Christ Jesus.

### **Vision**

At Seaside we:

- Can help parents in the training of children, but cannot replace them.
- Partner with parents who are actively involved in the life of the school and their children.
- Use a curriculum and create an environment which will help students to become more Godly as they seek to increase in knowledge, understanding, and wisdom.
- Respect all students as part of God's creation, regardless of race, gender, or ethnic origin.
- Use the Bible as our primary source for all courses, policies, and procedures.
- Strive to be Godly role models.
- Set high standards for academics, behavior, and spiritual growth, and provide the necessary support to reach those standards.

### **Seaside Christian Academy Statement of Faith**

We Believe:

1. In One God, the Creator and Sustainer of the universe, eternally existent in three persons: Father, Son and Holy Spirit.
2. God has authored, preserved, and protected the Bible, as His Word and our authority in all that we do.
3. That God created us in His image and has given us the responsibility over creation for His glory.
4. In the unique deity of the Lord Jesus Christ, who became human as the virgin-born Son of the living God.
5. That the Lord Jesus Christ died to pay for our sins and give to those who believe, eternal life with Him in heaven.
6. In the power of the Holy Spirit to restore and guide us in our relationship with God.
7. In the resurrection of our Lord Jesus from the dead and the promise of His return.
8. In the bodily resurrection and eternal reward of the saved and the everlasting punishment of the lost.
9. In the spiritual unity of ALL believers in our Lord Jesus Christ.
10. That marriage is one man and one woman as ordained by God.

I fully support the SCA Mission, Vision and Statement of Faith as written without verbal or mental reservations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Rev. 3/2025)