

## **EMPLOYMENT OPPORTUNITY:**

### **Head of Schools/Principal Greenforest-McCalep Christian Academy (GMCA) 3250 Rainbow Drive Decatur, GA 30034**

#### **SUMMARY:**

Greenforest-McCalep Christian Academy (GMCA) was opened in 1989. It was established to achieve excellence by educating students spiritually, morally, and academically through cultivating Christian values and promoting Christian service.

Greenforest-McCalep Christian Academy (GMCA) is searching for a **Head of Schools/Principal** to lead the academy. The Head of Schools/Principal will report to The Board of Regents Members. In collaboration with the board members, the head of schools/principals will set the academic center's mission and goals. This person will also develop and build relationships with staff, parents, families, and the students of GMCA.

#### **MINIMUM QUALIFICATIONS:**

- Master's Degree in Education Administration or a closely related field from an accredited college/university; Doctorate Preferred
- Seven (7) years of experience in classroom teaching, supervisory level administration and/or related experience; Principal preferred
- Certificate in educational leadership; State certification preferred
- Fundraising experience preferred
- Evidence of clear testimony of faith in Jesus Christ; and
- Ability to lead in a Christ-like manner.

#### **Knowledge, Skills, Abilities, And Experience Skills:**

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision making, and problem solving skills.
- Knowledge of computer systems, financial procedures, and legal requirements.
- Knowledge of all laws, regulations, and guidelines affecting teachers and students.
- Knowledge of effective classroom management techniques.
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others.
- Ability to speak well, clearly, and confidently.
- Ability to maintain positive relationships with students, parents, community members, and staff.

#### **TO APPLY:**

Interested applicants must submit a resume' with cover letter and attached certificate in educational leadership to: [hrsearch@greenforestacademy.org](mailto:hrsearch@greenforestacademy.org) by September 23, 2022.

To learn more about the Academy and the Head of School/Principal role - visit [www.greenforestacademy.org](http://www.greenforestacademy.org)