



Emmanuel Christian Academy
3120 Hualapai Mountain Road
Kingman, AZ 86401
928-681-4220

Job Title:	Assistant Principal	Job Category:	Administration
Department/Group:	Administration JrK-8 th Grades	Job Code/ Req#:	ECA-AAP
Location:	Kingman, Arizona	Travel Required:	Minimal
Level/Salary Range:	RE: Education/Experience	Position Type:	Full Time 2020-2021 SY
Contact:	Barb Thofson	Position	Assistant Principal
Will Train Applicant(s):	Based on degree/experience	Posting Expires:	N/A
Website:	www.ecakingman.org		
Mission Statement:	<i>"Serving God, changing lives, challenging minds through Christian education"</i>		
Applications Accepted By:			
FAX OR EMAIL: Fax: 928-681-4221 Bthofson.ecakingman@gmail.com Subject Line: Assistant Principal		MAIL: Barb Thofson, Principal Emmanuel Christian Academy 3120 Hualapai Mountain Road Kingman, AZ 86401	
Job Description			
ROLE AND RESPONSIBILITIES			
Assistant Principal			
<ul style="list-style-type: none"> • Serve as one of the spiritual and educational leaders of the school • Work with the Principal to promote excellence in education and a biblical worldview • Work with the Principal to develop strong relationships with parents, students and faculty • Assist the principal in leading, mentoring and directing activities of faculty and staff • Assist in student discipline issues, conflict resolution and student learning challenges • Oversee building maintenance and supplies; oversee inventory control and technology • Exemplify self-motivation, diligence and to be an example for others • Engage in marketing and public relation activities to promote ECA and increase enrollment • Demonstrate strong interpersonal skills and high moral character • Willingness to ensure ongoing professional development of self and other ECA employees 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
Four-year degree in education or related area.			
PREFERRED SKILLS			
Teaching Experience and Arizona or ACSI Teaching Certification, Leadership Training is a plus			
ADDITIONAL NOTES			
Willing to pursue Arizona or ACSI Teaching Certification and leadership training within 12 months of hire date.			
Reviewed By:	Barb Thofson	Date:	3/10/2020
Approved By:	Barb Thofson	Date:	3/10/2020
Last Updated By:	Barbara Laveck	Date/Time:	3/10/2020