



Valeo Academy

Position Opening: Assistant Principal

Valeo Academy is a Christian, non-denominational school, located in Hoffman Estates, IL and affiliated with Life Changers International Church. We are a K-12 school with 100 students. We are currently seeking an Assistant Principal to serve as the chief administrative officer of the school. Reporting directly to the Principal, the Assistant Principal will oversee and direct the following aspects of school operations, including, but not limited to:

- Development of annual and long-term plans and programs, including plans for increased affiliation and accreditation.
- Create a marketing plan for the school, promotion of school, and public relations.
- Become trained in The Principle Approach® and oversee its implementation, maintaining standards of academic excellence in courses and instruction.
- Oversee and manage the financial operations of the school. Plan and oversee all fundraising activities for the school.
- Supervise, train, encourage, and evaluate all teachers, staff, and their duties.
- Lead seminars, parent meetings, events, and in-service sessions.
- Prepare written reports as needed on the state of the school, its achievements and challenges.
- Establish rapport with parents, serving as a liaison between parents and the school.
- Oversee communication between staff, faculty, students and parents (current and prospective), vendors, and the community.
- Manage curriculum planning, lesson plan writing, and implementation
- Oversee acquisition of books and materials, equipment
- Set, maintain, and enforce the disciplines of the student body; bring correction, restoration, and healing to build up and fortify. Support teachers and deal with individual discipline concerns as needed.
- Maintain and enforce the ministry standards of character, academics, dress, manners, relationship, performance, and achievement for faculty and students. Establish self-government and student body government.
- Supervise preparation and annual revision of: Family Manual, Faculty Manual, Board Manual, Job Descriptions. Recommend policies for personnel requirements and standards to the school. Oversee enforcement of policies.
- Plan (along with the Administrator) and oversee school events and special days, Open Houses, student activities and clubs.
- Serve as a Christian leader and role model in all aspects of the position.

Skills and Competency

- Must have at least a bachelor's degree (preferably in School Administration) and 1+ years experience as a school Principal or Asst. Principal. Master's degree or degree in progress req'd. Must be a Christian, called to serve in this capacity, have a heart for

children, a willingness to serve and a commitment to the vision, standards, character, and order of the ministry.

- Regular attendance at Life Changers International Church
- Demonstrate the personal, academic, moral, and spiritual, and leadership qualities necessary to direct Valeo Academy
- Ability to multi-task, and oversee and train staff, faculty, and students of the school
- Possess strong organizational and administrative skills
- Strong interpersonal, communication, and public relations skills for staff, faculty, students, parents.
- Strong research skills, and the ability to manage information resources, and school contacts
- Possess strong leadership skills, determination, commitment, innovation.
- Have a strong knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Outlook), and the ability to learn basic creative computer graphic skills.

For information about Valeo Academy, please visit www.valeoacademy.com. For more information about Life Changers International Church, please visit our website at www.lifechangerschurch.com.

Submit cover letter and resume to hr@changinglives.org.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Life Changers International Church and Valeo Academy are located at **2500 Beverly Road in Hoffman Estates, IL 60192.**