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**ADMINISTRATION - VICE PRINCIPAL OF PROGRAMS AND STUDENT ACTIVITIES  
FOOTHILL CHRISTIAN SCHOOL**

**OVERVIEW:**

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**Foothill Church exists to glorify God by living as disciples of Jesus who make disciples of Jesus.** This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole. Foothill Christian School is an extension of the ministry of Foothill Church and is committed to providing a rigorous academic program in a God-honoring environment that is designed to build character, develop potential and transform lives.

**ROLE SUMMARY:**

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To provide leadership and oversight to FCS student activities, student discipline (Jr.K - 4th grades), sports, and enrichment programs, ensuring a positive and engaging environment for students' spiritual, social, academic, and extracurricular development.

**QUALIFICATIONS:**

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- A personal relationship with Jesus Christ.
  - Agree wholeheartedly with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life.
  - Commit to exhibit a lifestyle that is consistent with Foothill Church's Code of Conduct and Ethics.
  - Reflect a relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
  - Covenant Partner of Foothill Church or in process of becoming a Covenant Partner.
  - Master's Degree preferable in Administration and Supervision or Christian Education.
  - The Vice Principal of Student Activities possesses (or is actively pursuing) an ACSI administrative credential with a minimum of two (2) years full-time experience as a classroom teacher.
  - Established self-motivation, flexibility, and total integrity within job responsibilities.
  - Positive attitude and ability to work well with others.

**KNOWLEDGE, SKILLS and DEMANDS :**

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**Knowledge**

- Basic understanding of Foothill Church's culture and basic theological principles.
- Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.

**Skills**

- Maintain biblical integrity when interacting personally with constituents.

**Relationship Building**

- Work well with others.
- Manage student behavior in mission appropriate ways.
- Develop a positive relationship with staff, parents, and students.
- Promote school programs and student activities.

**Mental Demands**

- Follow directions and procedures.
- Receive constructive criticism and design suggestions.
- Problem solve quickly, without showing stress.
- Interpersonally agile; easy to approach and talk to.

**Physical Demands**

- Lift 25 pounds.
- Stand for long periods of time.

**Environment**

- Maintain safe and clean work conditions in the areas assigned.
- Work well with others and share resources.
- Work in a fast-paced environment.

**Technologies**

- Use a computer; accessing email and Foothill Connect.
- Proficient with ACS, Microsoft Excel, Word, and Google Docs.

**SPECIFIC DUTIES and RESPONSIBILITIES:**

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**Leadership**

- Work to advance the cooperation and mutual support between the school and church.
- Recommend policies for the development of the school.
- Maintain effective communications with the Head of School.
- Manage operational budgets for enrichment and co-curricular programs.
- Support Jr.K-4th grade teachers in developing effective behavior management procedures.
- Inform the Head of School of teachers' concerns and suggestions.
- Attend Back to School Night, Open House, and various school events.
- Attend, support, and participate in fundraising events.
- Fulfill duties and responsibilities assigned by the Head of School.

**Supervision**

- Supervise enrichment teachers (PE/Sports, Fine Arts - Music, Instrumental Music, Theater, Art).
- Oversee Junior Beta Club (student leadership), missions trips, science camps, and Washington DC trips.
- Participate in Student Success Team (SST) conferences as needed.
- Serve on the Admissions Committee as needed.
- Supervise Jr.K-4th grade discipline in accordance with the Parent/Student Handbook policies and procedures.
- Attend any necessary discipline related Parent-Teacher conferences.
- Implement ongoing student incentive programs for positive behavior (including technology, social media and anti-bullying programs).
- Maintain a presence at recesses, lunches, chapels, and other optimal times for student interactions.
- Monitor and enforce the school dress code policy Jr.K-4th.
- Apprise the Head of School of any situation which might require the Head of School's eventual participation.

**Curriculum**

- Oversee chapel programs and parent communication of spiritual life on campus
- Oversee Association of Christian Schools International (ACSI) student activities and co-curricular programs (Sports, eSports, Camps, Fine Arts, Spirit Days, etc.).
- Oversee the field trip activities for all grades.
- Schedule and monitor the facilities calendar to support student activities.
- Serve on the Technology Team as needed.

**Miscellaneous**

- Counsel students as needed (spiritually, discipline, schedules, etc.).
- Collaborate on special events (Imago Dei assemblies, back-to-school, open house, rallies, etc.).
- Oversee parent volunteer program, visitor management system, and required background checks and mandated reporter training.
- Participate in Communications Team (ICU) meetings as needed.
- Inform the Head of School of any situation which is, or could become, a safety hazard, or a general concern.

## REPORTING:

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- Report directly to the School Head of School.
- Works with: Vice Principal of Curriculum and Instruction, SST Coordinator, and Teachers.

## SHARED VALUES:

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- **“I can do that.”** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
- **“Make it better.”** We are committed to a culture of improvement. We will never arrive. There’s always something we can do better, and we will constantly look for those minor tweaks and major improvements.
- **“Make it happen.”** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made we will make it happen. We value doing over dreaming.
- **“Work should be fun.”** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
- **“Keep it simple.”** We will fight the urge to create more complexity. We will say “No” unless we’re presented with a golden opportunity or notice a fatal flaw.

## POSITION TYPE:

- Full Time.
- Regular.
- Exempt.
- Level 2.

**Schedule:** August 1 - May 31.

**Base Hours:** 7:30 AM- 4:00 PM.

**Pay:** \$68,000 - \$75,000 initial salary depending on qualifications and experience.

**Benefits:** Retirement Plan, Medical, Dental, Vision, Disability, Life Insurance, Bereavement, Tuition discount for Foothill Christian School and Preschool, Paid Sick Leave, Paid Time Off, Holidays. See [Benefits Summary](#) for additional information.