

<b>POSITION TITLE:</b>	Principal
<b>REPORTS TO:</b>	Head of School
<b>START DATE:</b>	June 2026
<b>STATUS:</b>	Full-Time; Exempt
<b>CONTACT:</b>	Please send resume and cover letter to <a href="mailto:Kjohnson@mankatoca.school">Kjohnson@mankatoca.school</a> , <a href="mailto:admin@mankatoca.school">admin@mankatoca.school</a> and <a href="mailto:dreagles@mankatoca.school">dreagles@mankatoca.school</a>
<b>COMPENSATION:</b>	Competitive pay and benefits; Commensurate with experience

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## WHO WE ARE

Mankato Christian Academy (MCA) is a growing, Christ-centered high school (grades 9–12) committed to “Preparing Students for the Future in Jesus’ Name.” As we anticipate expanding enrollment, we seek to build a joyful, rigorous, biblically grounded community that graduates young men and women who love Christ, think clearly, serve generously, and lead courageously.

## THE OPPORTUNITY

The Principal will assist the Head of School in managing the day to day instructional operations of the school and has overall responsibility for managing student life and faculty at the school. Responsibilities include encouraging and facilitating Christian community, providing administrative leadership, professional development and evaluation of school faculty.

## PRIMARY RESPONSIBILITIES

### Academic Leadership & Daily Operations (45% of role)

- Help to oversee the day-to-day implementation of the academic program, ensuring faithful execution of graduation requirements, 2025–2026 Course Catalog, and four-year plan.
- Manage faculty performance: recruitment support, observation, evaluation, professional development, and mentoring; chair faculty meetings and nurture a collaborative, prayerful culture.
- Handle master scheduling (8-period day), course assignments, dual-credit programs (PSEO/CIS), substitute coverage, and classroom logistics.
- Offer guidance and oversight to academic departments in the development of curriculum (scope and sequence, learning objectives and assessments) and implementation of strategies to achieve the vision of the school.
- Meet with teachers to share departmental testing information and discuss how the results impact the current MCA plan for Scope & Sequence, Curriculum, and Instruction.
- Serve as a resource for faculty, recommending workshops, speakers, programs, and other opportunities for professional growth.

- Supervise and counsel new teachers, conveying information regarding plans, schedules, curriculum development and assessment, resources, facilities, and activities which affect them and to serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- Collaborate with the Head of School in the continuous evaluation of the performance of faculty including formal and informal observations and faculty portfolio development.
- Assist Head of School in the search for an evaluation of candidates to fill teaching vacancies.
- Offer ongoing insight into the development of programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers.

#### **Student Life, Culture & Discipline (30% of role)**

- Maintain and reinforce a Christ-centered school culture marked by grace, truth, joy, and the fruit of the Spirit.
- Manage all aspects of student discipline using practices consistent with Scripture and school policy.
- Provide mentoring care and crisis response; oversee student support services (Learning Lab, counseling referrals, accommodations).
- Enforce the Student Life Handbook and promote clear, compassionate communication with families.
- Course Registration, Credit Audits, Report Cards, and Transcripts
  - Work with Counseling staff to ensure that all students are aware of their course options.
  - Assist Counseling staff in completing registration audits to ensure that student requirements are met.
  - Review credit audits produced by Counseling staff twice a year.
  - Ensure that semester grades and transcripts are finalized and released in report cards in a timely fashion.
  - Ensure requested transcripts are provided as requested and needed.

#### **Enrollment Management & Family Engagement (20% of role)**

- Execute the school's enrollment strategy (developed with the Head of School) to reach and sustain a growing student body while preserving MCA's theological distinctives and family culture.
- Support and assist with recruitment activities: open houses, shadow days, church partnerships, informational events, and admissions interviews.
- Support the admissions process from inquiry through matriculation
- Support retention efforts to meet annual re-enrollment targets of 90%+.

### **Leadership & Administration (5% of role)**

- Serve on the Administrative Leadership Team; provide operational input for strategic planning, budgeting, policy implementation, and board reporting.
- Supervise department heads, administrative assistant, and future staff
- Represent MCA professionally in the community as directed by the Head of School.

### **Additional Duties**

- Lead a Student Discipleship Group.
- Teach part-time in certified areas as needed.
- Perform other duties as assigned by the Head of School.
- Submit a bi-annual report to the Board of Education, as directed by the Head of School.

## **WHO YOU ARE**

### **Spiritually**

- A mature follower of Jesus Christ actively involved in a local Bible-believing church.
- Affirms and can sign MCA's Statement of Faith, Vision Statement, and Social Position Statement.
- Possesses a warm disposition and has a heart for teenagers and faculty, with a love for Scripture, prayer, and discipleship.
- Models humility, wisdom, and Christ-like character in daily operations.

### **Professionally**

- 5+ years of successful experience in Christian school administration or leadership (principal, assistant principal, dean, or comparable role), with proven operational execution in academics, culture, and growth.
- Skilled implementer who translates vision into consistent, excellent daily practice while maintaining strong biblical integration.
- Exceptional communicator — verbal, written, and public speaking — able to support and articulate MCA's mission clearly.
- Highly organized, detail-oriented manager comfortable overseeing multiple operational areas in a growing environment.
- Relational leader who builds trust and unity among students, parents, faculty, and leadership.

### **Education & Skills**

- Master's degree preferred
- Administrative licensure or eligibility strongly preferred.
- Proficient with Blackbaud (or similar SIS/LMS), Google Suite, and basic data/analytics tools.

To apply, please submit the following to [admin@mankatoca.school](mailto:admin@mankatoca.school) by March 15, 2026:

1. Cover letter explaining your experience in operational school leadership and fit for executing MCA's vision
2. Current résumé
3. Contact information for three professional references (including at least one supervisor and one board member if applicable)