

Employment Opportunity

The Cambridge School



Position Title	Assistant Grammar School Principal
Location	The Cambridge School, San Diego, California
Reports To	Grammar School Principal & Head of School
Job Type	Full-Time, 12-Months
Salary Range	\$85,000 - \$110,000 DOE

About The Cambridge School

If you're looking for a meaningful vocation that seeks to form young people to live flourishing, eudaemonic lives while collaborating with thoughtful, mission-focused colleagues in an intentional community of faith and learning, The Cambridge School in beautiful San Diego, California, might be just the place for you!

We are a JK-12th grade Classical Christian school that is almost 20 years old and thriving. We are committed to equipping students to think well, love rightly, and live wisely through an educational model that is rooted in historic Protestantism and the best of the classical tradition. Our mission embodies a dedication to shaping students' affections towards the true, good, and beautiful by providing them with an education that is formative and not merely informative. While this is no easy task in our day and age, together we are faithfully seeking to cultivate wisdom and virtue in our students through our academically-vigorous and spiritually-robust community of faith and learning. If this resonates with you, please go to our school website at www.cambridgeclassical.org to learn more and apply!

Position Overview

The Grammar School Assistant Principal assists in overseeing the educational program in accordance with the school's stated philosophy and goals. The Grammar School Assistant Principal plays an important role in the spiritual/virtue formation of our students by building strong relationships with students and parents, encouraging a thoughtful, intelligent, and winsome Christian faith in our students.

An ideal candidate will have teaching and administrative experience in a classical Christian environment. A teaching credential is not required but a graduate degree is preferred. Successful candidates will wholeheartedly agree with our school's statement of faith and will see education in a Classical Christian context as a delightful and meaningful vocational destination.

Essential Duties and Responsibilities

1. Strong Modeling

- Maintain high standards of personal and professional conduct and encourage the same in all students, families, faculty and academic support personnel.
 - Demonstrate wisdom, integrity and discretion in all aspects of the position and maintain strict confidentiality.
-

Essential Duties and Responsibilities (continued)

2. Interfacing with families

- Engage with families and create positive relationships with them through community events, parent information sessions, parent interviews, and informal coffees.
- Collaborate with the school's parents to involve them in deepening their understanding of the mission and how they can partner effectively with the school in our counter-cultural formation.

3. Managing parent and student concerns

- Build strong relationships with students, faculty, and parents as a strong foundation for effective discipline conversations.
- Handle concerns effectively and with empathy, ensuring parents and students are heard and respected.
- Be well-versed in de-escalation, active listening techniques, and biblical conflict resolution.
- Clearly understand the school's policies and procedures to address concerns appropriately.
- Communicate in a timely and appropriate manner with Grammar School Principal as needed.

4. Setting academic objectives/refining academic programs

- Collaborate with Grammar School faculty, faculty mentors, Academic Dean and Head of School to review curriculum, with the goal of improving student learning and development.
- Assist the sensible development of the master academic schedule, which coordinates basic instruction and specials such as PE, science, art, music, and Latin, when needed.

5. Overseeing teachers

- Provide effective leadership while offering predictability and support to the team.
- Evaluate teacher performance and provide feedback, promote growth, and provide correction as needed. Facilitate and contribute to the growth of others.
- Assist the Grammar School Principal in the identification, recruitment, interview and recommendation of prospective members of the faculty as well as the retention and assignment of current faculty.
- Oversee substitute placement.

6. Fostering communication and collaboration

- Communicate effectively with a range of stakeholders, including teachers, parents, and members of the senior leadership team.
- Work with other members of the Leadership team and the Head of School to implement the operational agenda. Collaboration skills are critical for this.

7. Spiritual/Virtue Formation in Student body

- Model the qualities and attitude of a humble, lifelong learner.
 - Mentor students in a grace-based way that shepherds the hearts of the students and does not merely discipline to modify behavior.
 - Facilitate devotion speakers on Mondays and Fridays.
 - Work collaboratively with faculty, SSS Director and/or Dean of Students and nurse to provide support to students spiritually, socially, and personally as needed throughout the year.
-

Position Competencies

- Deep commitment to a historically orthodox expression of the Christian faith that adheres closely to our Statement of Faith and supporting creeds and confessions in addition to the ability to apply the gospel winsomely to day-to-day experiences and situations at school.
- Demonstrates experiential wisdom and discretion in handling sensitive conversations.
- Exceptional interpersonal, written and oral communication, and conflict resolution skills.
- Experience in an educational leadership role, preferably in a classical Christian school setting. Proven administrative skills.
- Proven success in working collaboratively and communicating effectively with students, parents, and school stakeholders. Handles conflict management and problem solving with redemptive expectations.
- Demonstrates initiative and resourcefulness.
- Knowledge of child and adolescent development, counseling techniques, and crisis management.

Benefits

The Cambridge School offers a comprehensive benefits package for full-time employees, including:

- Medical*, dental*, vision, and life insurance (*up to 100% coverage by the School)
- 403(b) retirement plan with up to 4% employer match
- Vacation, personal time off, and sick leave
- Paid holidays
- Professional development opportunities

How to Apply

Interested candidates are invited to send a letter of interest, resume, and references to careers@cambridgeclassical.org.

The Cambridge School is an equal opportunity employer and welcomes candidates from all backgrounds who agree wholeheartedly with our Statement of Faith and our articulation of our mission.
