



3734 West 20th Street, Greeley, CO 80634 • 970.330.1151 • [www.dayspringeagles.org](http://www.dayspringeagles.org)

## **Assistant Principal Job Description**

Position Time: Starts June 1st, 2026  
Company Name: Dayspring Christian Academy  
Pay Scale: \$26,580 based on Administration Exempt Salaries in Colorado  
Benefits: None  
Job Type: Part-Time - 46%  
Min Education: BA/BS  
Required Travel: 0-10%  
Location(s): Greeley, Colorado, 80634, United States  
Position Open: Until filled

If you are interested in this position, please complete a copy of the Dayspring employment application, which you can obtain on our website [www.dayspringeagles.org](http://www.dayspringeagles.org), and submit it to Debby Romey, Secondary Principal, [dromey@dayspringeagles.org](mailto:dromey@dayspringeagles.org). You will also need to submit unofficial transcripts and the Christian recommendation form, which is on our website.

### **Job Purpose:**

Dayspring Christian Academy (DCA) is seeking a part-time Assistant Principal who is passionate about Christian education and committed to developing students academically and spiritually. This role partners closely with the Principal and Spiritual Life Director/Dean to support student success, strengthen school culture, and advance the mission of DCA.

### **Spiritual Responsibilities**

- Affirm that he/she is a "born again" Christian who has received Jesus Christ as their personal Savior and Lord (John 3:3, 1 Peter 1:23)
- Give testimony that he/she has a sense of God's calling to teach at Dayspring Christian Academy for the contracted school year (Romans 12:6-8)
- Demonstrate by precept and example the highest Christian virtue and personal integrity, serving as a Christian role model, both in and out of school, to students (Luke 6:40), parents, fellow staff members and others (Colossians 3:17; Titus 2:7-8; 1 Thessalonians 5:18, 22-23; 1 Timothy 4:12)
- Faithfully fellowship at a local church whose teachings are in agreement with the school's Statement of Faith

### **Required Qualifications**

- Bachelors/Master's degree in Education, ACSI Administrator Certification (completed or in progress).
- Passion for serving God in the context of a Christian School environment..
- Significant prior experience in a Christian school environment.
- Passion for partnering with students and families..
- Excellent interpersonal and management skills.



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- Collaborative, team-based approach to working with students, teachers, parents, and administrators.
- Ability to view students as image bearers and to integrate a Biblical Worldview in discipline discussions and in student behavior management.

### **Preferred Qualifications**

- Monitor student academic progress, including interventions and individualized learning plans.
- Conduct regular student check-ins and support accountability for academic goals.
- Perform gradebook audits and track attendance and tardy trends.
- Support student behavior using restorative, biblically grounded practices.
- Assist with student leadership development and Social-Emotional Learning through a Christian worldview.
- Encourage strong relationships with teachers and support a culture of academic rigor and innovation.
- Create communications and visual materials for families and school announcements.
- Help plan key school events such as awards ceremonies and graduation.
- Assist with documentation related to school improvement and accreditation.