

# Community Christian School

## Elementary Principal

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### Position Description

Position Reports To:	Head Administrator
Provides Services For:	Administration Faculty Staff Families Community
Professional Qualifications:	Experience as a classroom teacher Master's degree in school administration or equivalent ACSI certification or willingness to acquire Experience leading and establishing curriculum and programming Experience with STEM and technology implementation Ability to work with administrative team and school board
Personal Qualifications:	Personal relationship with God through Jesus Christ Evidence of spiritual maturity and clear Christian testimony Exhibits fruits of the spirit in actions and speech Shows humility in dealing with others and boldness with difficult situations Exhibits servant leadership qualities with students, faculty and parents Person of integrity Able to maintain confidentiality
Supervision and evaluation:	A formal evaluation is performed by the administrator each year.
General Description:	The Elementary Principal is responsible for all elementary personnel, policies, activities, programs, curriculum, spiritual leadership, and goals for Kindergarten through 5 <sup>th</sup> grade at Community Christian School.

### Relationship to Students

The Elementary Principal will:

- Effectively lead and interact with the students
- Develop and support a school climate conducive to learning
- Be a godly role model and promote a strong spiritual foundation for students
- Strive to remain current in literature and methods affecting student learning
- Develop challenging and interesting programming to serve all students

### Relationship to Faculty/Staff

The Elementary Principal will:

- Communicate regularly and be available to meet on-going needs of staff
- Hold teachers accountable for communication with students and parents and performance of their various duties
- Perform both informal and formal evaluations of appropriate staff members
- Serve as a strong instructional leader of the school shepherding staff and serving as facilitator to communication within the department
- facilitate the revision and development of a strong K-5 program
- Interview prospective teachers

- Lead data evaluations of student progress, curriculum effectiveness and implement revisions
- Lead innovation and implementation of programming and curriculum design at the Elementary level

### **Relationship to School Community**

The elementary principal will:

- Be visible and available to students and parents
- Build positive relationships with members of the school community through regular and effective communication
- Act as part of the Executive Leadership team

### **Specific responsibilities:**

- Lead/attend staff devotions
- Attend weekly administrative meetings
- Counsel and problem-solve with teachers and parents
- Assist teachers in disciplinary situations
- Help plan teachers' meetings and in-services
- Share in leadership of teachers' meetings with the administrator
- Conduct evaluation of elementary school staff according to school policy
- Interview parents of new students
- Follow up on non-returning students each year
- Create teacher class schedules for each school year
- Assign extra-curricular duties with input from other administrators
- Carry out special projects or lead special task forces as assigned by the administrator
- Assist the administrator in development/revision of forms, handbooks, and procedures as needed
- Maintain electronic grade book software and applications for student record keeping
- Assist in supervision of extracurricular events
- Perform other duties as assigned by the Head Administrator
- Assist with electronic communications through website and Sycamore