

# JOB DESCRIPTION

**Position Classification:** Elementary Principal  
Grades K-6  
Professional Staff

**Immediate Supervisor:** President



## POSITION SUMMARY

### **Purpose:**

The Elementary Principal shall provide spiritual leadership and instructional leadership for grades K-6 including: curriculum planning, review and implementation, biblical integration, supervision of teaching staff, and professional development. They are responsible for the safety and welfare of students, staff, and activities. They shall provide a safe, pleasant and effective educational atmosphere. They will provide discipline as necessary and enforce school policy.

### **Contracted by:**

The Elementary Principal shall be contracted by Park Christian School upon approval by the Park Christian School President for one contract year from July 1 to June 30 on a full-time basis. Partial year contracts issued from date of employment to June 30. Contract will be issued on an annual salary basis.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the personal qualities, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## POSITION REQUIREMENTS

### **Education and/or Experience:**

The Elementary Principal shall have a minimum of a Bachelor's Degree in education and a preferred Master's Degree in education or Christian Education from an accredited college or university; at least five years of teaching and/or administrative experience; or equivalent combination of education and experience. Prefer candidates with a Master's or Specialist Degree in education administration.

### **Certificates, Licenses, Registrations:**

Has obtained, or is willing to obtain, administrative certification from the Association of Christian School's International (ACSI).

### **Required Personal Qualities:**

1. Has received Jesus Christ as their personal Savior.
2. Believes that the Bible is God's Word and standard for faith and daily living.
3. Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. *Luke 6:40*
4. Is a member in good standing at a local evangelical church which has a Statement of Faith in agreement with Park Christian School's Statement of Faith.
5. Is in whole-hearted agreement with Park Christian School's Statement of Faith and Christian philosophy of education and is willing to sign Park Christian School's Statement of Faith.
6. Maintains a close personal walk with the Lord evidenced by example and spiritual leadership among peers and with co-workers.
7. Observes the Matthew 18 principle in dealing with students, parents, faculty, staff, and administration.

**Additional Personal Qualities:**

1. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
2. Meets everyday stress with emotional stability, objectivity, and optimism.
3. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
4. Uses good discretion and sound judgment.
5. Respectfully submits and is loyal to constituted authority.
6. Refuses to use or circulate confidential information.

**Other Skills and Abilities:**

1. Excellent written, oral, telephone, and interpersonal communication skills.
2. Ability to work independently with little supervision.
3. Versatility and adaptability to varying job demands, constantly changing work flow and office environment.
4. Ability to establish priorities in job tasks exhibiting good project management skills.
5. Ability to maintain confidentiality.
6. Good organizational skills and filing skills.
7. Ability to promote Park Christian School whenever visiting with people.
8. A high degree of loyalty to Park Christian School and the administrative staff.
9. Ability to use a computer and keep accurate records.
10. Ability to set priorities and to concentrate amidst distractions.
11. Sensitivity to the needs of other office staff members, teachers, and students.
12. Ability to establish and maintain effective working relationships with students, staff, and school community.

**DUTIES AND RESPONSIBILITIES****Professional functions:**

1. Carry out the expectations contained in the Christian Teacher job description.
2. Fullfill all expectations in your job description.
3. Know and observe school policies and regulations.
4. Follow up immediately on teacher, staff, student, and parent inquiries; work to resolve issues as needed.
5. Treat each person with respect and courtesy.

**Essential functions:**

1. Manage, coordinate, and supervise efforts to provide a safe environment for students, school personnel, and guests.
2. Develop, implement, and support teachers, inside supervisors, and outside supervisors in maintaining school wide behavior consistent with discipline policies.
3. Serve on the Curriculum Committee and assist in the process of implementing new curriculum materials or teaching strategies.
4. Supervise all college student teachers, S-TAP students, and student teachers aides in the K-6<sup>th</sup> grade classrooms.
5. Plan faculty meetings, workshops and in-service training.
6. Coordinate special educational events, services, etc.
7. Fill in for teachers when regular substitutes are not available.
8. Update K-6<sup>th</sup> Grade parent/student handbook on an annual basis.
9. Enforce standards of conduct and dress for K-6<sup>th</sup> grade students.
10. Monitor attendance, tardies, grades, and testing for K-6<sup>th</sup> grade students.
11. Respond to and mediate the concerns of teachers, staff, students and parents.
12. Work to develop appropriate co-curricular and extra-curricular student activities for K-6<sup>th</sup> grade students.
13. Work with the Activities Director regarding athletic activities for the K-6<sup>th</sup> grade students.
14. Assist in supervision of athletic and co-curricular events scheduled at Park Christian School.

16. Schedule supervision and detention assignments, class advisor assignments, devotions schedule, etc., for K-6<sup>th</sup> grade teachers.
17. Assist in updating employee handbooks and procedures.
18. Work with the Junior/Senior High Principal in determining the K-6<sup>th</sup> grade academic schedules.
19. Evaluate all K-6<sup>th</sup> grade teachers formally at least once per year (before March 1) as prescribed by school policy and help teachers develop their professional development plans. Frequent informal evaluation is to be an ongoing activity which equips the Elementary to encourage teachers and offer guidance. Through the evaluation process the Elementary is ever seeking to improve the overall effectiveness of the instructional process. Information gathering will help direct the administrative team in the development of in-service programming.

**Supplemental Functions:**

1. Assist with providing information for the monthly newsletter and weekly update.
2. Oversee updating of school forms pertaining to K-6<sup>th</sup> grade.
3. Utilize educational opportunities and evaluation process for professional growth.
4. Provide input and constructive recommendations for administrative and managerial functions of the school.
5. Perform other duties which may be assigned by the Park Christian School Principal or President.
6. Notify the President of any policy they are unable to support.