

Job Description – Elementary Principal

JOB DESCRIPTION ELEMENTARY PRINCIPAL

GENERAL DESCRIPTION	The elementary principal is the overseer of the pre-school and Grades 1-5 program of the SCCLC, educationally and administratively
QUALIFICATIONS	<p>The Elementary Principal shall be one who has received Jesus Christ as Savior and Lord. He/she shall be a person of spiritual maturity with demonstrated academic and leadership abilities. He/she shall reflect the purpose of the school, which is to honor Christ in every activity.</p> <p>He/she shall have at least five years of teaching experience and He/she shall possess a Master’s degree in Education or Educational Administration, certified by ACSI or willing to work toward certification. If he/she does not have a Master’s degree, he/she must be willing to pursue the necessary degree.</p> <p>He/she must be in agreement with the SCCLC’s identity statements and Philosophy of Education and sign a statement to that effect, as he/she will be expected to see that the philosophy is implemented in all school activities to the best of the faculty’s ability to do so. He/she will be expected to defend the school’s philosophy when necessary.</p>
RESPONSIBLE TO	School director
SUPERVISES	Preschool and elementary teachers and staff associated with Preschool and elementary activities.
RESPONSABILITIES	
<u>Spiritual</u>	<ol style="list-style-type: none"> 1. Seeks to role model in speech, actions, and attitude, a consistent daily walk with Jesus Christ. 2. Shows by example the importance of prayer, the study of Scripture, witnessing, and unity in Christian fellowship. 3. Follows the Matthew 18 principle in dealing with students, parents, administration, and staff.

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	<ol style="list-style-type: none">4. Recognizes the role of parents as primarily responsible before God for their child’s education and assists them in the task.5. Motivates the staff to seek out ways to encourage students to accept God’s gift of salvation and grow in their faith.6. Helps teachers lead students to a realization of their self-worth in Christ.7. Participates in weekly devotions with the faculty.8. Oversees the weekly preschool and elementary chapel program.
<u>Leadership</u>	<ol style="list-style-type: none">1. Provides instructional leadership to the preschool and elementary for the benefit of the students.2. Promotes educational change and innovation for the sake of continuous school improvement.3. Keeps abreast of the major trends in education in general, and in Christian education in particular.4. Leads the preschool and elementary faculty in a regular cycle of curriculum review and development.5. Leads preschool and elementary meetings.6. Fosters communication among faculty members to promote improvement in teaching.7. Develops and maintains an effective program of student recognition, including communication with parents and the media, as appropriate.8. Assists the director in all matters related to the ACSI accreditation.
<u>Supervision</u>	<ol style="list-style-type: none">1. Supervises the preschool and elementary faculty and conducts clinical supervision of their teaching.2. Supervises the educational process so that teachers and students are stimulated and guided to their greatest potential.3. Consults the Director regarding concerns related to teacher performance and the academic program.4. Interviews and recommends teaching candidates for preschool and elementary school positions.5. Assists Director in preparing recommendations for faculty committee assignments.6. Orients new preschool and elementary teachers to the school mission’s philosophy, policies, and procedures.7. Arranges for substitutes for absent teachers.8. Supervises and administers the department of student records, including progress reports and report cards.

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	<ol style="list-style-type: none"> 9. Supervises and plans periodic curriculum reviews to ensure that the school’s instructional program meets its goals and objectives. 10. Supervises and assigns responsibilities for extra-curricular activities relating to his/her department. 11. Supervises and plans periodic reviews of student and faculty handbooks to make sure that they are current. 12. Supports the Secondary Principal in overseeing the athletic program. 13. Supports the Secondary Principal in overseeing the student organizations and class advisors. 14. Oversees academic and recreational field trips.
<p><u>Instructional</u></p>	<ol style="list-style-type: none"> 1. Permeates Biblical principles and the Christian philosophy of education throughout the curriculum. 2. Helps teachers affect student learning through mastery of the subject material and utilization of valid teaching techniques to achieve curriculum goals. 3. Teaches classes, if necessary, and as assigned and scheduled by the director. 4. Plans with the teachers a program of study that, as much as possible, meets the individual needs, interest, and abilities of the students, challenging each to do his best work. 5. Encourages teacher preparation of weekly lesson plans. 6. Encourages and instructs teachers in the employment of a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional. 7. Helps teachers plan, through approved channels, the balanced use of field trips, guest lecturers, and other media. 8. Helps teachers keep proper discipline in the classroom and on the school premises for a good teaching environment, and may be required at times to personally administer discipline as circumstances require such. 9. With the help of the EST makes sure that all students with needs are getting accommodations or modifications as needed.
<p><u>Discipline</u></p>	<ol style="list-style-type: none"> 1. Enforce the behavioral standards of the school, disciplining students consistently in love. 2. Work directly with the faculty in student behavior and discipline matters. 3. Administer consequences for inappropriate student behavior.

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	<ol style="list-style-type: none"> 4. Maintain accurate and adequate records of student discipline. 5. Communicate with parents regarding student behavior and discipline in a timely and appropriate number.
<p><u>Admissions</u></p>	<p>The office staff, under the direction of the Director, will respond to admissions inquiries, solicit and receive student applications and records, and arrange for and supervise the administration of the admissions testing program for prospective students.</p> <p>The Elementary Principal will:</p> <ol style="list-style-type: none"> 1. Interviews parents with children applying for admission to elementary school. (Coordinate this with the Secondary Principal for families with children applying for both levels.) 2. Interviews students applying for admission to preschool; and elementary school. 3. Sets the Applies the English evaluation or MAP testing to all applicants. 4. Evaluates the results of admissions and/or achievement testing, current progress in school, and interviews. 5. Recommends to the admission committee the students who are qualified according to the school’s admissions policy. 6. Orients new families to the school’s mission, philosophy, policies, and procedures.
<p><u>Recruitment</u></p>	<p>The office staff, under the direction of the Director, will respond to applications, send the school application form, and set the interviews in coordination with the elementary and secondary principals.</p> <p>The Elementary Principal will:</p> <ol style="list-style-type: none"> 1. Review the application form and support documents. 2. Participate in the interview process. 3. Review the psychological evaluation. 4. Attend the sample class. 5. Make a recommendation to the Director.
<p><u>Miscellaneous:</u></p>	<ol style="list-style-type: none"> 1. Serves as a support to the director on matters of the school’s policies, procedures, programs, personnel, and problems. 2. Cooperates with the director in implementing all policies, procedures, and directives governing the operation of the school.

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	<ol style="list-style-type: none"> 3. Ensures that appropriate safety measures are in place on campus to provide a reasonably safe school environment. 4. Assist the director in the identification and solution of the school’s spiritual and educational problems. 5. Maintains regular and accurate student, attendance, and grade records, to meet the demands for a comprehensive knowledge of each student’s progress. 6. Keeps students, parents, and the director adequately informed of deficiencies and gives sufficient notice of failure. 7. Ensures that teachers maintain clean, attractive, and well-ordered classrooms. 8. Assists the Director in planning the school calendar. 9. Assists the Director in maintaining the school calendar during the school year. 10. Work with the Director and Secondary Principal in planning and coordinating school events. 11. Provide input for long-range planning. 12. Prepares and supervises the faculty classes and duty schedules for the elementary school in coordination with the secondary principal
<p><u>Professional</u></p>	<ol style="list-style-type: none"> 1. Utilizes educational opportunities and evaluation processes for professional growth. 2. Seeks the counsel of the director, fellow administrators, colleagues, and parents and is teachable. 3. Provides input and recommendation for administrative and managerial functions in the school. 4. Attends and participates in scheduled devotionals, committees, and faculty. 5. Implements procedures for dealing with issues of an emergency nature. 6. Contributes to the general improvement of the school program.
<p><u>Personal</u></p>	<ol style="list-style-type: none"> 1. Demonstrates the character qualities of courtesy, kindness, enthusiasm, flexibility, integrity, gratitude, self-control, perseverance, and punctuality. 2. Meets everyday stress with emotional stability, objectivity, optimism, and flexibility where such is required. 3. Exercises friendliness and consideration, treating each faculty member and student impartially. 4. Respectfully submits and is loyal to constituted authority.

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	<ol style="list-style-type: none">5. Maintains a personal appearance that is a role model of cleanliness, modesty, and good taste.6. Uses acceptable English in written and oral communication.7. Develops and maintains rapport with students, parents, and fellow administrators and staff to promote a positive learning environment.8. Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the constituency and general public.9. Makes an effort to appreciate and understand the uniqueness of the community.
<u>EVALUATION</u>	<ol style="list-style-type: none">1. Performance of these responsibilities will be evaluated in accordance with provisions of the school policy on the evaluation of professional personnel.2. Evaluates teachers in accordance with provisions of the school policy on the evaluation of professional personnel.