



Our Mission is to develop students with a Heart for God who grow as Jesus did "...in wisdom and in stature and in favor with God and man." (Luke 2:52)

PRINCIPAL/HEAD OF SCHOOL JOB DESCRIPTION

OVERVIEW

The Principal is immediately responsible to the Board of Directors for all academic, personnel, business, and developmental matters of the school according to the policies and procedures established by it. The Principal faithfully promotes the school's distinctly Christian philosophy of education among the personnel and programs as it impacts the educational and spiritual benefits of each student, faculty and staff member.

PERFORMANCE AREAS

General Administration: Serves as the chief administrative officer for all operations of the school and is charged with the responsibility for assisting the Board in developing workable and effective policies and for implementing the policies ultimately set by the Board. Leads in the maintenance of good relations with the school families, personnel, constituents, and business contacts of the school. The Principal will

1. Administer the school in conformity with Board policy and in accordance with the laws of the state, provided those laws do not violate the Scriptures upon which the school is founded.
2. Make administrative decisions for the proper functioning of the academic program and all other operations of the school.
3. Be responsible for the development and application of administrative regulations and for leadership in implementing the school program.
4. Operate as a Board member ex officio and assist in the preparation of the agenda for each Board meeting. Attend all board meetings and participate in all deliberations of the Board.
5. Collect and compile all necessary data and perform any studies, including accreditation, that may be required of the school.
6. Oversee the acquisition of new technologies and resources to be integrated into the program and operations of the school.

Personnel Administration: The Principal will provide a conducive environment for the overall spiritual, personal, and professional growth and leadership of the school's faculty and staff. The Principal leads in the area of personnel relations to maximize the educational benefits for each student. The Principal will

1. Plan and oversee staff meetings and faculty prayer times.
2. Account for the decisions and actions of all support staff.
3. Conduct appropriate administrative, faculty, or staff meetings as necessary.
4. Direct and approve the practices and procedures of teacher in-service training, conference and seminar participation, and continuing education.
5. Interview prospective personnel and recommend to the Board candidates deemed qualified.
6. Makes recommendations to the Board for the continuance of employment or re-issuance of teacher contracts.
7. Resolve problems which may arise between parents and teachers, teachers and students, or staff members, applying biblical principles of problem solving and administering disciplinary action when necessary.



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8. Administer all other Board personnel policies in such areas as salary, placement, leave, fringe benefits, and grievance procedures.
9. Maintain and keep current all personnel files and records for the school.

Curriculum and Instruction: The Principal leads in developing, achieving, and maintaining the strongest possible educational programs and services which promote the goals and objectives of the school. The Principal will

1. Carry forward the educational goals and philosophy of CCS.
2. Lead in curriculum development and staff and faculty recruitment.
3. Direct the student chapel program.
4. Form and oversee the academic departments or special committees of the faculty in the development of the instructional program.
5. Oversee the scheduling of all teachers and students into appropriate courses or classrooms.
6. Approve all extracurricular activities.
7. Direct a program of evaluation through classroom visitation, lesson observation, and self-evaluation of teaching methods, curriculum content, and class-room management.

Student Body: The Principal will provide a conducive environment for the welfare of the student body and its individual students in their spiritual and academic growth, the quality of their learning program, and their physical well-being. The Principal will

1. Review and approve curricular plans as submitted by teachers, including the goals and objectives of each grade or course.
2. Hold teachers accountable for classroom management and compliance with the policies for student discipline.
3. Administer strict student disciplinary measures when necessary according to policy.
4. Ensure that a school-wide program of student evaluation is affected, including achievement testing, and ensure that proper record keeping, and reporting procedures are followed by teachers and staff.
5. Oversee cumulative records for each student in accordance with the policies of the school and the laws of the state.
6. Approve and oversee extracurricular activities and the personnel who supervise them.

Business Administration: The Principal sets up procedures and practices to ensure an efficient and effective business operation. The Principal shares with the Board in the development and implementation of the budget. The Principal oversees the business and book-keeping departments of the school. The Principal will

1. Report to the Board for the operations of all business departments.
2. Supervise and support personnel.
3. Prepare annual budget recommendations for the Board.
4. Manage the annual budget with fiscal responsibility.



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Development: In general, the Principal is responsible for leading and maintaining good public relations with the various constituents and businesses with whom the school comes in contact. The Principal will

1. Participate with the Board in areas of student recruitment, publicity, fund raising, database management, and organizational management.
2. Assist in publishing a newsletter/updates to constituency as necessary.
3. Play a key role in the long-term development and improvement of the school.

Professional Growth: The Principal will be expected to participate in trainings, conferences, and professional associations as requested by the board.

APPLICANTS SHALL MEET THE FOLLOWING QUALIFICATIONS:

REQUIRED

- Have a Bachelor's Degree in Education
- Minimum 10 years' experience in teaching or supervision
- Obtain or qualify to obtain All-Levels-Principal Certification through ACSI
https://www.acsi.org/docs/default-source/website-publishing/school-services/certification/certification-requirements/administrator/all-levels-principal-10_2018.pdf?sfvrsn=9fa14dc5_8

PREFERRED CANDIDATES SHALL MEET ABOVE REQUIREMENTS AND IN ADDITION

- Either have completed or began Master's Program in Education Related Field (Principal Tract preferred)
- 2-3 years' leadership experience (supervision, chairing committees, etc.)