

ELEMENTARY PRINCIPAL

GENERAL DESCRIPTION

Goal: To be a competent leader who shepherds with integrity of heart and skillful hands (Psalm 78:72).

Contracted by: School board by recommendation of Superintendent

Responsible to: Superintendent

Supervises: Faculty and Staff

Evaluation: Annually by Superintendent

Type of Position: Exempt/salaried

REQUIRED PERSONAL QUALITIES

As a redeemed child of God in the process of being sanctified, personal qualities include:

- Evidence of a continued walk with the Lord
- Visionary
- Loving, caring shepherd of each staff member and student
- Approachable, cooperative, reliable, prompt, professional, knowledgeable, submissive, organized
- Consistency of temperament and emotional control
- Good communicator, delegator, time manager, long and short range planner, decision maker, motivator
- Maturity of judgment
- Ability to teach both students and staff
- Tone-setter, encourager
- Prayerful discerner
- Active membership in a Bible-believing church

PROFESSIONAL REQUIREMENTS

- Licensed by Ohio Department of Education and certified by the Association of Christian Schools International
- Holds education degree from accredited college/university
- Pursuing or holds a graduate degree (strongly preferred)
- School administrative experience (strongly preferred)
- Prior teaching experience
- Professional in actions, speech and dress

JOB DESCRIPTION

A. Spiritual Leadership

1. Provide inspirational, spiritual leadership for elementary faculty, staff and students, setting a Christ-like example in all circumstances.
2. Carry out the mission of Tree of Life Christian Schools Christian Philosophy of Education.
3. Provide spiritual development opportunities for staff and students through devotions, prayer, retreats, chapels, etc.
4. Carry out Christ-centered counseling with students and staff

B. Academic Leadership

1. Promote healthy learning atmosphere throughout the school
2. Maintain compliance with State and ACSI Academic Standards
3. Assist with curriculum development, organization and evaluation
4. Oversee standardized testing, including ODE EdChoice requirements
5. Oversee student admissions, placement and scheduling (including adherence to EdChoice admission guidelines)
6. Oversee student academic progress (grade reporting system, intervention, standardized testing)

C. Faculty/Staff Leadership

1. Assist Superintendent in recruitment, hiring and orientation of new personnel
2. Supervise/evaluate personnel
3. Oversee staff development (mentoring program, in-service training, classroom instruction, leadership development, encouragement, spiritual and professional growth, elementary staff meetings)
4. Oversee assignment of teacher responsibilities
5. Make recommendation to Superintendent as to staffing needs for the elementary program

D. Student Leadership

1. Discipline

- Establish an atmosphere of discipline consistent with the expectations outlined in the Tree of Life Handbook
- Implement and enforce effective, consistent and thorough discipline
- Develop on-going student accountability, in partnership with the family and the church
- Review with Superintendent specific discipline situations or concerns, making recommendations for student retention, withdrawal, suspension, expulsion., etc.

2. Co-curricular and Extra-curricular Activities

- Oversee/coordinate student fundraising in conjunction with the Advancement Office
- Develop positive school atmosphere
- Support the school by regularly attending parent meetings, concerts, skating parties, and other school related events
- Demonstrate love for and sensitivity to young people

E. Family/Church/Community Leadership

1. Maintain regular communication with school families, clearly articulating the partnership we share with them
2. Involve parents in prayer, volunteerism, input and decision making, as appropriate
3. Maintain an open-door policy with parents
4. Cultivate relationships with sponsoring churches and other churches with a high representation of students
5. As appropriate, involve pastors in mentoring their youth at Tree of Life
6. Seek ways to present a positive public image of the school to the community

F. Facility Oversight

1. Ensure that the facility is conducive to learning
2. Ensure that the facility meets all required codes
3. Conduct required emergency safety drills
4. Oversee student transportation
5. Work closely with leadership in host church, if applicable

G. Accountability

1. Meet with the Superintendent as needed to report and/or give update of any situation needing the Superintendent's attention
2. Prepare a written or oral report when requested by the Superintendent or school board
3. Perform other tasks as directed by Superintendent
4. Work for overall good of school, in harmony with board and other administrators
5. Work within relevant budget areas