

Principal

Hired by: Head of School
Evaluated: Annually
Schedule: 12 months

Reports to: Head of School
FLSA: exempt
Supervises: Faculty and staff of assigned building

The Worthington Christian School principal is to effectively lead the school in such a way that promotes the mission of the school, including the academic and spiritual development of its students and the professional growth of its faculty and staff. It is the principal's responsibility to discharge the following duties:

Spiritual Maturity

- Publicly profess a faith in Jesus Christ as Lord and Savior
- Pursue a life of spiritual development through regular study of scripture and prayer
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith
- Believe and support the school's statement of faith
- Agree to abide by the Lifestyle Statement

Professional Responsibilities (essential)

Instructional Leadership

- Articulate a well-developed philosophy of Christian education
- Provide regular and coherent in-service opportunities for faculty and staff
- Identify strengths and weaknesses of the building's instructional program and develop a plan for improvement
- Commit to continued professional growth and staying informed on current educational trends and practices
- Provide guidance on the development and implementation of the school course of study
- Dispense appropriate academic and behavioral student discipline

Hiring

- Contribute to the identification and employment of faculty and staff that are qualified and able to promote the mission of the school
- Follow procedures prescribed by the system for hiring faculty and staff
- Provide appropriate orientation of new personnel

Faculty/Staff Supervision

- Regularly and effectively evaluate the faculty and staff under his/her supervision using the tool provided by the school
- Assist faculty and staff with the development of professional goals and means to achieve them.
- Oversee all departments and student services of the campus
- Maintain consistent communication and interaction with school directors (athletics, food service, admissions, human resources, finance, etc...)

Finance

- Assist Head of School in constructing an annual budget that funds the priorities and goals of the campus
- Track and control expenditures according to the approved budget

Admissions

- Coordinate all building pre-admission work with the admissions director
- Conduct parent interviews, review applications, and make decisions regarding admission of new students

Public Relations

- Develop healthy relationships with school parents that reflect biblical authority and partnership and instill parental confidence in the school
- Keep school constituents well informed of school occurrences
- Actively participate in the marketing of the school
- Attend all appropriate school events

Compliance

- Ensure compliance with all related state and federal legal requirements
- Maintain compliance with all standards for accreditation
- Maintain compliance with WC policy manual, supervisor's manual and system handbook

Professional Requirements

- Master's degree required; master's degree in school administration preferred
- 3+ years' successful classroom teaching experience required
- 3-5 years' successful administration experience required; 6-10 preferred
- Secure and/or maintain valid ACSI administrative certification and achieve a professional level certificate or higher within 2 years of hire
- Self-Starter: Ability to take initiative, work independently, and hold oneself accountable.
- Organized and Deadline-Oriented: Ability to manage multiple projects with converging deadlines while maintaining a positive, can-do attitude.
- Resourceful: Aptitude for thinking "outside the box," and finding creative and effective means for meeting goals.
- Creative: Ability to develop original ideas.
- Problem-Solver: Capable of finding solutions to challenges and obstacles.
- Flexible: Willingness to adjust schedules and priorities as needed.
- Team Player: Ability to work effectively with others.
- Lifelong Learner: Initiative to learn new skills, techniques, and ways to accomplish projects and goals.
- Coachable: Willingness to take direction, receive suggestions, and to be challenged.
- Trustworthy: Commitment to abide by a strict code of confidentiality.
- Develop and execute a plan for professional growth
- Exude professionalism
- Ability to effectively communicate with a wide constituency
- Professionally contribute to the school community
- Other responsibilities assigned by the Head of School

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature