



Principal / Head of School Job Description

Position Category: Administrative – 12 Month

Reports To: School Board

Responsible For: The principal/head of school is the chief academic officer, appointed by the school board, to implement the vision/mission and educational operating policies of CCPS. Accountable to the School Board, the principal/head of school is the spiritual and educational director who provides day-to-day direction and operational practices that represent a consistent and effective model of integrity, efficiency, and accountability. In addition, the principal/head of school performs and/or directs all other duties as, from time to time, may be assigned by the School Board. This individual is responsible for fostering a positive school culture and promoting a sense of community among students, staff, and families.

Spiritual Qualifications:

- Publicly profess to be a believer in Jesus Christ and has a lifestyle that reflects maturity and intimacy with God
- Has an authentic and growing relationship with Jesus Christ as evidenced by a strong, clear personal testimony
- Possesses personal humility
- Is a servant-leader whose conduct exemplifies Biblical principles
- Is Committed to “God’s Way” of actualizing the vision of “Academic Excellence”
- Committed to the mission of achieving excellence by education for the students, spiritually, morally, and academically through cultivating Christian values and promoting Christian service
- Has a genuine excitement and passion about Christian leadership
- Lead, in a godly manner

Professional Qualifications:

- The minimum education requirement is a Master’s degree in education administration/supervision or the equivalent
- Experience in Christian school administration desirable, but not required
- Demonstrates supervisory leadership

Personal and General Qualifications:

- Ability to create and lead effectively in a team environment
- Ability to mentor other leaders, build teams, and create a supportive work environment
- Is confident – an inclusive decision-maker when confronted with challenging issues and concerns
- Possesses enthusiasm, and demonstrates appreciation and commitment to the school’s mission
- Possesses proven strength in interpersonal skills and human resource management
- Has a natural talent to meet people easily and cordially; comfortable with people representing diverse backgrounds
- Possesses a professional demeanor, while at the same time, develops close relationships with parents, staff, and community
- Has a healthy level of self-confidence combined with biblical humility
- Ability to think strategically and to analyze complex situations
- Is a problem-solver who can engage appropriate parties in the development and implementation of solutions
- Possesses insight into contemporary culture and the challenges facing families, youth, and Christian education

- Is an innovative practitioner of ways to invoke educational programs and administrative processes that engage parents and staff while fostering desired student outcomes
- Ability to extend beyond philosophy and theory to invoke practical application

Duties and Responsibilities:

Educational Leadership and School Management

- Provide leadership to a planning process designed and intended to assure the school's readiness and ability to provide a sound, relevant, and spiritual educational experience for students
- Leads the faculty and School Board in planning for the school's continuing educational growth and spiritual maturity as a highly respected Christian institution
- Oversees all academic, extra curricula, and student programs to achieve a complete Christian education experience
- Establishes and promotes goals for faculty and staff that result in every student achieving to his/her fullest academic and personal potential
- Recruits teaching and administrative personnel whose philosophies match those of the school
- Develops and applies strategies to improve faculty and staff professional development, salaries, and benefits
- Develops on a consistent basis and implements a positive reinforcing system for evaluating effective teaching, strengthening the curriculum, and encouraging professional development
- Provides the leadership and management skills necessary to maximize the efforts of teachers and students in an environment conducive to spiritual and educational enhancement, growth, and achievement
- Evaluates virtual and technological education as a tool for enhancing the academic offerings of the school
- Remains abreast of educational trends

Communication

- Serves as the primary spokesperson for the school
- Is committed to maintaining excellent relationships with parents, faculty, staff, students, school board, and Administrative Team of the school
- Maintains effective and best practices and open communication with all school stakeholders
- Promotes a warm Christ-centered atmosphere within the school
- Maintains a high profile by being visible and attending school events to build awareness, strengthen parent relations, and encourage support of the school
- Serves as the instructional leader of the school by providing leadership in curriculum development and implementation
- Provides strong, collaborative leadership to ensure consensus on future direction
- Is involved in the daily life and activities of students by personally recognizing their achievements and sharing in their successes, as well as their problems and concerns

Organizational Setting

- Ensures compliance with accreditation and school membership agencies
- Establishes objectives and procedures to ensure operational efficiency
- Ensures compliance with *applicable* local, state, and federal agencies and guidelines
- Ensures staff collaboration and cooperation with facilities management and other facility users as it relates to the physical use and maintenance of the school's buildings and grounds
- Develops, maintains, and updates as required, a School Safety Plan (Crisis Management)

Other Duties and Responsibilities

- Implements and establishes school policies and collaboratively reviews and makes recommendations for change to the school board
- Keeps the school board fully informed of critical needs as they affect educational and administrative operations

- Reviews and approves Parent Teacher Fellowship (PTF) efforts
- Supports the development, goals, and objectives of the school
- Monitors, supports, and guides the activities of the PTF, Booster Club, and other parent volunteer groups designed to escalate parent support in identifying and supplementing the needs of the school
- Collaboratively establishes and meets performance goals and objectives of the school board