



JOB DESCRIPTION

POSITION CLASSIFICATION: ELEMENTARY/MIDDLE SCHOOL PRINCIPAL

IMMEDIATE SUPERVISORS: RCS School Board

POSITION SUMMARY

PURPOSE - ELEMENTARY/MIDDLE SCHOOL PRINCIPAL:

The Principal shall provide spiritual leadership and instructional leadership including: curriculum planning, review and implementation, biblical integration; and professional development. He/She is responsible for day-to-day building administration and the safety and welfare of students, staff, and activities. He/She shall provide a safe, pleasant and effective educational atmosphere. He/She will provide discipline as necessary and enforce school policy. He/She will work in collaboration with other administrative staff for the betterment of Riverside.

CONTRACTED BY AND FOR:

Riverside Christian School Board for one contract year from July 1 to June 30 on a full-time basis. Partial year contracts issued from date of employment to June 30. Contract will be issued on an annual salary basis. Salary based on education and experience levels.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the personal qualities, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION REQUIREMENTS

EDUCATION AND/OR EXPERIENCE:

The principal shall have a minimum of a Master's Degree in Education, Christian Education, Education Administration or Educational Leadership from an accredited college or university; at least five years of teaching and/or administrative experience; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Has obtained, or is willing to obtain, administrative certification from the Association of Christian Schools International. Valid Teaching Certificate and valid Administrator Certificate.

REQUIRED PERSONAL QUALITIES:

1. Has received Jesus Christ as his/her personal Savior.
2. Believes that the Bible is God's inerrant Word and standard for faith and daily living.
3. Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. Luke 6:40
4. Is a member in good standing at a local church which has a Statement of Faith in agreement with Riverside Christian School's Statement of Faith.
5. Is in whole-hearted agreement with Riverside Christian School's Statement of Faith and Christian philosophy of education and is willing to sign RCS's Statement of Faith.
6. Maintains a close personal walk with the Lord evidenced by example and spiritual leadership among peers and with co-workers.
7. Observes the Matthew 18 principle in dealing with students, parents, faculty, staff, and administration.

ADDITIONAL PERSONAL QUALITIES:

1. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
2. Meets everyday stress with emotional stability, objectivity, and optimism.
3. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
4. Uses good discretion and sound judgment.
5. Respectfully submits and is loyal to constituted authority.
6. Refuses to use or circulate confidential information inappropriately.
7. Uses excellent English in written and oral communication. Speaks with clear articulation.

OTHER SKILLS AND ABILITIES:

1. Ability to work independently with little supervision.
2. Versatility and adaptability to varying job demands, constantly changing work flow and office environment.
3. Ability to establish priorities in job tasks exhibiting good project management skills.
4. Ability to maintain confidentiality.
5. Good organizational skills and filing skills.
6. Ability to promote Riverside Christian School whenever visiting with people.
7. A high degree of loyalty to Riverside Christian School and the administrative staff.
8. Ability to use a computer and keep accurate records.
9. Ability to set priorities and to concentrate amidst distractions.
10. Sensitivity to the needs of other office staff members, teachers, and students.
11. Ability to establish and maintain effective working relationships with students, staff, and school community.
12. Good discretion and sound judgment.

DUTIES AND RESPONSIBILITIES

PROFESSIONAL FUNCTIONS:

1. Attend staff meetings.
2. Maintain established office hours.
3. Know and observe school policies and regulations.
4. Follow up immediately on teacher, staff, student, and parent inquiries; work to resolve issues as needed.
5. Treat each person with respect and courtesy.

ESSENTIAL FUNCTIONS:

1. Manage, coordinate, and supervise efforts to provide a safe environment for students, school personnel, and guests.
2. Develop, implement, and support teachers, paraprofessionals, and any student supervisors in maintaining school wide behavior consistent with discipline policies.
3. Collaborate with administration, faculty and staff to achieve and retain accreditation through Cognia.
4. Order curriculum for all grades, Kindergarten – 8th on a yearly basis.
5. Serve on the Curriculum Committee and assist in the process of implementing new curriculum materials or teaching strategies.
6. Plan team-lead meetings, faculty meetings, workshops and in-service training.
7. Complete needed planning and meetings with an area LEA for compliance to receive Title funding.
8. Oversee chapel and provide chapel leadership as needed; help evaluate the spiritual atmosphere and seek to recommend and implement efforts that will help Riverside Christian School have a positive Christian atmosphere.
9. Meet with the Riverside Christian School Parent-Teacher Organization (PTO) and seek to help them accomplish their purpose.
10. Monitor school cleanliness and recommend procedures that will help keep the school neat and clean.
11. Coordinate special educational events, services, etc.
12. Fill in for teachers when regular substitutes are not available.
13. Approve and supervise all student teachers.
14. Serve as a Student Support Committee member and facilitate meetings as needed.
15. Oversee the planning and implementation of kindergarten graduation, music programs, Kindergarten Round-up, Back-to-School Night, Welcome to Middle School Orientation, parent-teacher conferences, middle school retreat, Washington DC trips, state capitol trips, 8th grade promotion ceremony, student council, and other co-curricular activities as needed.
16. Update parent/student handbook on an annual basis.
17. Enforce standards of conduct and dress.
18. Monitor attendance, tardies, grades, and testing for students.
19. Respond to and mediate as needed the concerns of teachers, staff, students and parents.
20. Work to develop appropriate co-curricular and extra-curricular student activities in coordination with the Activities Director.
21. Schedule supervision of students during lunch/recess.
22. Assist in updating employee handbooks and procedures.
23. Coordinate the elementary schedules/use of space with middle school and high school academic schedules.
24. Evaluate all elementary teachers (formally) at least once per year (before March 1) as prescribed by school policy and help teachers develop their professional development plans. Frequent

informal evaluation is to be an ongoing activity that equips the Principal to encourage teachers and offer guidance. Through the evaluation process the Principal is ever seeking to improve the overall effectiveness of the instructional process. Information gathering will help direct the administrative team in the development of in-service programming.

25. Serve as a "paradigm pioneer" or "paradigm shifter" creating innovative approaches to solving problems before others see the need for a new set of procedures or rules (steps out in faith to try out new paradigms, after consulting with the school board).
26. Facilitate, plan, coordinate and track parent volunteer participation in providing educational, fundraising and transportation support at RCS.
27. Work in coordination with the Marketing, Events and Admissions Director to move the school forward in these areas.

ADDITIONAL ACTIVITIES:

1. Extended care program
2. New parent interviews and review of applications
3. Placement assessments for incoming students in grades 1-8
4. Make classroom assignments
5. Interview, recommend for hiring, supervise, coordinate and evaluate the activities and performance of teaching staff and support staff.
6. Hold conferences with parents to discuss student behavior, progress, special needs, etc.
7. Work with all teachers and staff to complete requirements for Cognia accreditation.
8. Conduct school tours when Admissions Director not available. Conduct new family interviews, as needed.

SUPPLEMENTAL FUNCTIONS:

1. Assist with providing information for the weekly note home.
2. Oversee updating of school forms.
3. Utilize educational opportunities and evaluation process for professional growth.
4. Provide input and constructive recommendations for administrative and managerial functions of the school.
5. Perform other duties which may be assigned by the Riverside Christian School Board.
6. Notify the board of any policy he/she is unable to support.
7. Assist with grant writing as needed.
8. Oversee staff purchases and make purchases as needed.
9. Creates and institutes an elementary/middle school budget.
10. Other duties as needed.