

# Job Description:

## PreK-12 Principal

### MISSION STATEMENT

Riverside Christian School exists to provide a Bible-based education, centered on Christ, equipping students for a lifetime of learning, leadership, service, and worship.

### Brief Description:

The PreK-12 Principal at Riverside Christian School (RCS) holds a pivotal role in advancing the educational mission and upholding the Christian values of the institution. The ideal candidate should possess a master's degree in educational leadership or administration, a valid teacher's license (ND or MN), and a minimum of two to five years of experience in an educational role. While Christian education experience is preferred, it is not mandatory. Strong communication, organizational, and leadership skills are essential, along with a commitment to Christian faith and values.

**Responsible to:** President  
**Status:** Exempt-Full Time

### Professional Qualifications:

- Master's degree in educational leadership or educational administration (or in progress of degree).
- Valid teacher's license (ND or MN).
- Minimum of two to five years experience in an educational role.

### Skill Qualifications:

- Demonstrates strong verbal and written communication skills.
- Evidence of strong organizational skills and ability to finish tasks in a timely manner.
- Ability to work collaboratively in a team environment.
- Ability to multi-task.
- Strong technology skills including MS Office, Google for Education, and student management systems.
- Demonstrates leadership qualities and problem-solving abilities that enable you to guide, inspire, and influence others effectively.

### KEY RESPONSIBILITIES AND DUTIES:

#### Administrative:

- Lead the spiritual mission of RCS PreK-12<sup>th</sup> grade.
- Enhance instruction, select curriculum, and manage discipline.
- Directly supervise and assess annually the teachers, preschool director, paraprofessionals, office staff and custodial staff.
- Direct daily operations, coordinate activities, and ensure a quality educational environment.
- Collaborate with the President to update the RCS Student Handbook annually.
- Provide reports, documents, and policy suggestions as needed.
- Collaborate with admissions & marketing for student enrollment, fundraising, and

marketing.

- Conduct interviews with prospective students and parents, making admission decisions.
- Conduct new student orientation and coordinate yearly calendars.
- Assist in organizing middle school and high school functions, in-service programs, and special events.
- Assist in preparing the annual school budget.
- Supervise special projects such as student retreats, concerts, and MS/HS staff convention trips.
- Identify needs for the hiring of personnel, oversee the search for needed personnel, and make recommendations of selections to the RCS Board.

#### **Student Learning:**

- Evaluate and align programs with RCS's mission and vision.
- Set educational goals and oversee program development.
- Collaborate with staff on middle and high school programming.
- Ensure adequate teaching resources and materials.
- Engage with organizations like ACSI for educational trends.
- Ensure curriculum meets or exceeds Minnesota and North Dakota standards.
- Enforce student discipline based on handbook guidelines.
- Offer resources and support to parents as required.
- Maintain confidentiality and data privacy.

#### **Personnel Development:**

- Shepherd the school personnel by providing servant leadership.
- Provide appropriate guidance to paraprofessionals in the classroom.
- Assist with assessing the school personnel semi-annually.
- Facilitate conflict resolution in a Christ-centered manner (Matthew 18).

#### **Miscellaneous**

- All other duties assigned by the President.

## RIVERSIDE CHRISTIAN SCHOOL STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative, inherent Word of God (*II Timothy 3:15, II Peter 1:21*).

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 10:30*).

We believe in the deity of Christ (*John 10:33*); His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*); His sinless life (*Hebrews 4:15, Hebrews 7:26*); His mercies (*John 2:11*); His vicarious and atoning death (*I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His resurrection (*John 11:25, I Corinthians 15:4*); His ascension to the right hand of God the Father (*Mark 16:19*); His present reign and His personal return in power and glory (*Acts 1:11, Revelation 19:11*).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved (*John 3:16-19, John 5:24, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5*).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto eternal death (*John 5:28-29*).

We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (*Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11*).

We believe in the spiritual unity of the believers in our Lord Jesus Christ (*Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28*).

We believe in the present ministry of the Holy Spirit whose indwelling enables the Christian to live a godly life (*Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18*).

We believe every person must be afforded compassion, love, kindness, respect, and dignity (*Mark 12:28-31; Luke 6:31; Galatians 5:22-23*).

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (*Genesis 1:26-27*).

We believe that the term "marriage" has only one meaning: the uniting of one genetically defined man and one genetically defined woman in a single, exclusive union, as delineated in Scripture (*Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8*).

We believe God has commanded no intimate sexual activity be engaged in outside of a marriage between a man and a woman (*Hebrews 13:4*).

We believe any form of sexual immorality is sinful and offensive to God. (*Exodus 22:19; Leviticus 18:6-23; 20:15-19; Numbers 25:1-2; Matthew 5:27-28; Romans 1:26-27; I Corinthians 5:1; 6:18; 7:2; Colossians 3:5; Hebrews 13:4; I Peter 4:3*).

We believe in order to preserve the function and integrity of RCS as the local body of Christ, and to provide a biblical role model to RCS members and the community, it is imperative that each Christian parent, and all persons employed by RCS, or those that serve as volunteers, agree to abide by the biblical teachings on this matter (*Matthew 5:16; Philippians 2:1-16; I Thessalonians 5:22*).