

**Job Description: Grammar School Principal**

Job Title	Grammar School Principal
Dept/ Grades	PCS 1 <sup>st</sup> -6 <sup>th</sup> Grades
Reports to/Evaluated by	Head of School
Supervises	Grammar School Teachers Extended Day Teachers
Position Requirements	<p>Profess to be a regenerate Christian, who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23).</p> <p>Gives testimony that of a sense of God's will, and that this Christian service and ministry are by God's direction and for His glory.</p> <p>Master of Education or a Bachelor's degree in education and willingness to participate in a program to complete a Master of Education degree</p> <p>Classroom instruction experience</p>

**Job Purpose:**

The Grammar School Principal serves as the chief administrator, educational leader, and spiritual shepherd for the staff and students in 1<sup>st</sup> – 6<sup>th</sup> grades. The Principal is responsible for implementing and managing the policies and procedures established by the School Board and the Head of School to ensure that the vision, mission, and values of Providence Christian School are realized in the day-to-day operation of the Grammar School. As the leader of the Grammar School, the Principal must communicate effectively with staff, students, parents, community members, and colleagues.

**ESSENTIAL FUNCTIONS OF THE POSITION:****General Leadership:**

- Understand, articulate, and promote the vision, mission, and values of Providence Christian School;
- Establish and promote high Christian standards and expectations for all students and staff to encourage excellent academic performance and Godly character;
- Model the highest Christ-like behavior consistent with a professional school environment in all interactions with all school stakeholders;
- Maintain a highly visible presence with students, staff, and parents of the school;
- Communicate effectively both orally and in writing with the various elements of the school community;

- Model Christ-likeness by living clearly within the bounds of Biblical authority;
- Demonstrate servant leadership in dealing with staff, students, and parents;
- Take an active interest in the lives of those under his/her authority by getting to know them personally, discovering where they are spiritually and professionally, and helping them take the next steps for growth in these areas;
- Pray for the school community under his/her charge on a regular basis.

#### **Instructional Supervision and Staff Development:**

- Supervise the Grammar School instructional programs;
- Observe classes to evaluate the instructional methods, strategies, and abilities of the staff while providing constructive feedback as needed to promote teacher excellence and growth;
- Train, evaluate, and encourage the Grammar School faculty, providing suitable opportunities for personal and professional growth;
- Conduct Grammar School teacher evaluation that assesses teaching skills, content knowledge, classroom management, student discipline, and parent communications;
- Recommend contract renewal or non-renewal of Grammar School teachers and staff to the Head of School;
  - Assume responsibility to identify, recruit, interview, and recommend Grammar School faculty and staff members of excellence for the interview process;
- Ensure that faculty members obtain appropriate continuing education to meet ongoing certification requirements;
- Evaluate and implement curriculum for 1<sup>st</sup> – 6<sup>th</sup> grades in accordance with academic excellence and a Biblical worldview, including the ongoing evaluation and selection of instructional materials and textbooks;
- Oversee the implementation and ongoing revision of the PCS Curriculum Guides, in collaboration with the Logic/Rhetoric Principal and Head of School;
- Ensure alignment between Grammar, Logic, and Rhetoric Schools educational philosophies, curricular goals, and assessments;
- Implement effective assessment procedures that monitor individual student growth and performance as well as the school-wide attainment of instructional goals;
- Analyze appropriate assessment data and make instructional decisions in response to data collected;
- Review and approve all Grammar School field trips and curricular events well in advance while ensuring trips are well supervised and provide a safe environment;

#### **School Climate and Culture:**

- Promote spiritual health and growth within the Grammar School, in collaboration with the Administrative team, including direct oversight of assemblies, and times of staff and team meetings;
- Encourage positive staff morale; Lead regularly scheduled staff and team meetings for the Grammar School faculty to promote open communication and professional development;
- Meet regularly with grade-level teams to provide a bridge of communication with teachers;
- Ensure a safe, orderly educational environment that encourages students to model Christ-like behavior;

- Implement and participate in a student discipline process that is constructive, encourages Christ-like behavior, and restores relationships;
- Notify the Head of School immediately of any behavior that poses a risk to other faculty, administrators, or students that could damage the reputation of the school;
- Maintain appropriate documentation regarding discipline issues;
- Notify the Head of School and any appropriate agencies immediately when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or students appearing to be under the influence of alcohol or controlled substances;
- Supervise appropriate health and guidance services within the Grammar School;
- Address any staff, student, or parent issues in accordance with the principles set forth in Matthew 18 as commanded by Jesus Christ.

#### **Daily Operations and Building Management:**

- Develop the Grammar School master schedule, working in cooperation with the Logic/Rhetoric School Principal, faculty, and administrative staff;
- Ensure that employees follow all applicable school policies, procedures, and contractual agreements;
- Promote an attractive, aesthetically pleasing school environment that is conducive to learning;
- Ensure all students and staff care for and respect the school's physical facilities and resources;
- Organize, promote, and attend co-curricular programs within the Grammar School ensuring that they are implemented in a professional and effective manner;
- Ensure adherence to all emergency preparedness protocols established by the school;
- Conduct necessary emergency preparedness drills in collaboration with the Logic/Rhetoric School Principal, and Head of School;
- Avoid crisis situations by anticipating problems and making timely, clearly communicated, and effectively implemented decisions.

#### **Parent and Community Relations:**

- Communicate with parents to create a cooperative relationship that supports the students and mission of the school;
- Include parents, as appropriate, to ensure their involvement and assistance;
- Implement opportunities for parental involvement and education for the attainment of academic, spiritual, and fellowship goals;
- Provide opportunities for Grammar School students and staff to serve in the local community.

#### **Financial Management:**

- Work in cooperation with the Head of School and the Financial Administrator to establish and adhere to the annual budget;
- Make recommendations for both short and long-term needs in all aspects of the Grammar School programs;

**SUPPLEMENTAL FUNCTIONS OF THE POSITION:**

- Demonstrate continued personal growth through participation in professional activities and organizations;
- Communicate frequently with the Head of School;
- Meet regularly with the Head of School for accountability, communication, and planning;
- Supervise all activities related to maintaining accreditation within the Grammar School;
- Interview prospective Grammar School families;
- Perform other duties as assigned by the Head of School.

**REQUIRED SPIRITUAL QUALITIES:**

- Have received Jesus Christ as your personal Savior;
- Believe that the Bible is God's Word and standard for faith and daily living;
  - Accept without verbal or mental reservations both the Statement of Faith and the educational philosophy and objectives of this school and is committed to upholding them.
- Be a Christian role model in attitude, speech, and actions toward others including a commitment to God's Biblical standards for sexual conduct (Luke 6:40);
- Faithfully attend, financially support and maintain active membership in a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school. (Hebrew 10:25) Employee accepts without verbal or mental reservations both the Statement of Faith and the educational philosophy and objectives of this school and is committed to upholding them.
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ;
- Have the Spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go.

**ESSENTIAL PERSONAL QUALITIES:**

- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task;
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism;
- Meet everyday stress with emotional stability, objectivity, and optimism;
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and agreement with school policy;
- Use acceptable English in written and oral communication;
- Speak with clear articulation;
- Respectfully submit and be loyal to constituted authority;
- Notify the administration of inability to support any policy;
- Refuse to use or circulate confidential information inappropriately;
- Place administrative ministry ahead of other jobs or volunteer activities;
- Make an effort to appreciate and understand the uniqueness of the community.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The work environment at PCS is one typically found in a school setting. Duties are typically performed in a setting commensurate with the job assignment. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position. The physical demands of the position are ones typically found in a school setting. The employee must have the ability to:

- Sit and stand for extended periods of time;
- Lift and move up to 10 pounds and occasionally lift and/or move up to 25 pounds;
- Frequently move about inside campus buildings and outside on the grounds;
- Exhibit manual dexterity to enter data into a computer;
- Possess close vision, distance vision, and depth perception;
- See and read a computer screen and printed material with or without vision aids;
- Stand, reach, balance, stoop, kneel, crouch, and crawl;
- Hear and understand speech at normal classroom levels;
- Speak in audible tones so as to be understood clearly in normal classrooms.

**Job Description for Grammar School Principal DISCLAIMER:** Requirements stated herein are minimum levels of skill and/or abilities to qualify for the position. This document does not in any way create an express or implied contract of any kind, or change the nature of your at will employment. Providence Christian School has the right to revise this job description at any time. This job description is not a contract for employment, and either the employee or the employer (PCS) may terminate employment at any time for any reason.