

Elementary Principal Job Description

Reports to: Head of School

Supervises: Elementary Assistant Principals, Teachers, and Support Staff including After-school childcare

Collaborates with: Fellow Administration, Curriculum Coordinator, Guidance, and Specific Committees

Personal:

Objective: Exemplify evidence of Christian character as a model to students, families, faculty and staff, and any outside of our school or institution.

1. Agree with and follow wholly the Statement of Faith outlined by BAC and BACS.
2. Indicate a growing relationship with Jesus Christ through an evident Christian walk.
3. Exhibit healthy personal relationships that provide a strong model of Biblical relationships.
4. Support both his/her Christian walk and the ministry of Bay Area Christian School and Bay Area Church by being a contributing member in presence, activity, and tithing of Bay Area Church.
5. Evidence Christian values in speech, deed, appearance, and demeanor in all things.
6. Appearance of the elementary principal should reflect a standard of professionalism and academia.

Professional:

Objective: Give oversight and governance to the elementary as a functioning component of the whole school.

Attendance:

1. Be present on campus and in functioning status by 7:20am on school days.
2. Maintain presence on campus in functioning status until 4:00pm or until all school matters that require administrative attention from the elementary principal are complete.
3. The elementary principal shall attend functions of the school - academic, arts, and sports as needed to support the ministry of the school.
4. Attendance to church functions should be consistent and is expected.

Essential Functions:

Manage the elementary as a vital component of Bay Area Christian School by the following assurances:

1. Ensure the schedule of school is maintained by faculty/staff, parents, and teachers.
2. Daily exercise an awareness for campus safety and professionalism: human interaction, facility safety, and needed improvements.
3. Uphold, troubleshoot, and implement school policies to/with all stakeholders, including academic, conduct, and attendance standards.

4. Collaborate with all stakeholders when necessary to promote the following
 - i. Strong professional development: teaching strategies, curriculum choices, and school planning
 - ii. Weekly elementary staff meetings
 - iii. Conflict resolution and problem prevention/solution
 - iv. Calendar awareness

*Collaboration should span partnerships within the school and the church ministry.

5. Communicate to all relevant stakeholders through school reach efforts using phone calls, emails, written letters, social media, and the school website.
6. Effectively delegate manageable duties to those within the organization: enlist, equip, and empower.
7. Exercise internal controls regarding purchases, substitutes, and time off for all those within your scope of management.
8. Ensure that effective means of evaluation and improvement are maintained:
 - Formally evaluate those within your scope of management
 - Clerical support - once annually
 - Teachers - three formal, two drop-ins
 - Identify, promote, and record professional development for those within your scope of management.
 - Identify, promote, and record areas of school improvement in the following areas:
 - i. Academic performance: GPA/Test scores
 - ii. Facility improvements
 - iii. Policy implementation
 - iv. Spiritual growth
9. Promote a positive school climate within the elementary by communicating expectations, enforcing discipline effectively, ensuring students are prepared for success at the next level, and celebrating successes.
10. Meet weekly with administration providing a clear picture of elementary progress and needs.
11. Meet with head of school as needed.
12. Manage family partnerships: conduct student interviews, document and communicate those who are not a good fit for BACS.
13. Document discipline problems, frequency, and the consequences while apprising faculty/staff, proper administration, students and families.
14. Work with church/school staff to ensure weekly chapels and spiritual emphasis weeks are planned and implemented.
15. Proactively work to ensure that functions of the school run smoothly.
16. Speak publicly at functions inside and outside the school day.
17. Always promote the spiritual, academic, social, and physical well-being and growth of our school and ultimately our ministry.

Ongoing Professional Development: The elementary principal will attain CEUs in accordance with school policy and as reflected by needed educational qualifications outlined by accreditation and administration.