



## **Position Description Elementary / Middle School (PreK - 8) PRINCIPAL**

**Purpose:** The Elementary/Middle Principal is responsible for the day-to-day administration of the Elementary/Middle school program.

**Reports To:** Executive Director

**Supervises:**

- Pre-K Administrator
- Elementary/Middle School Teachers, including Head Teacher/s
- Elementary/Middle School Counselor/s
- Secretary, Librarian, School Nurse, Custodian
- Volunteers assigned to work at the Elementary/Middle school

**Terms of Employment:** Employed on an 11 month contract with salary and benefits as approved by the Board of Trustees.

**Qualifications:**

1. Have a Masters Degree and preferably holds a school administrator's license.
2. Able to articulate a vision for Reformed Christian schooling.
3. Able to relate well to and work with a variety of people.
4. Able to lead and supervise a group of staff members.
5. Have knowledge and expertise regarding educational issues.
6. Able to communicate well orally and in writing.
7. Have good organizational and time management skills.
8. Able to provide overall vision and direction for the school.

**Responsibilities:**

1. Staff
  - a. Assist the Executive Director in the selection of Elementary/Middle school personnel.
  - b. Supervise personnel in the day-to-day functioning of the school.
  - c. Dialogue regularly with teachers concerning ideas and needs for program and students. Implement the approved changes.
  - d. Hold regular staff meetings and follow-up on needed action items, with the assistance of the Head Teacher/s.

- e. Communicate regularly with the staff.
- f. Hire substitutes as needed.
- g. Assign and supervise volunteers who are available to help with the Elementary/Middle school staff and program.
- h. Observe and conference with teachers regarding lessons they have taught. Collaborate with them in developing Professional Development Plans, providing support and monitoring progress on the plans as needed.
- i. Conduct annual evaluations of all Elementary/Middle school personnel.
- j. Work with the MS Athletic Director and MS Counselor to assure the smooth operation and high quality of those programs.
- k. Schedule regular administration of standardized testing.
- l. Monitor the production of accurate report cards, progress reports, academic status reports, and attendance reports.

## 2. Students

- a. Assure proper record keeping and reporting for attendance.
- b. Handle major discipline problems at the Elementary/Middle school.
- c. Supervise the classification, promotion, and retention of students.
- d. Assure that proper evaluation of students takes place.
- e. Arrange for the supervision of students during noon hours and recesses.
- f. Establish rapport with students in a personal and professional manner.
- g. Monitor evaluation of student progress and communicate needs of students to the resource room teachers.

## 3. Parents

- a. Communicate with parents regarding problems/successes of their children.
- b. Coordinate regular communications with all parents of middle school students (i.e. Parent News, newsletters, Parent/Teacher Conferences, Mid-Quarter reports, Report cards).

## 4. Program

- a. Establish a master schedule in cooperation with the High School Principal and Executive Director.
- b. Develop yearly goals with staff.
- c. Work with teachers in developing and implementing quality academic and extracurricular programs.
- d. Supervise the library program and guide teachers in integrating it into the total school curriculum and instructional program.
- e. Advise the Executive Director as to the effectiveness of all courses, curriculum and instructional materials.
- f. Provide for and promote a spirit of innovation and creativity among staff members.

- g. Work with staff members to assure that public events (programs, Open House, etc.) happen in a professional and God-glorifying manner.
5. Building
- a. Report needs for building repair to the maintenance staff.
  - b. Recommend plans for efficient use of facilities and future building needs to the Executive Director
  - c. Develop Elementary/Middle school detail responsibilities and give direction to the custodian in daily custodial matters.
6. Other
- a. Submit estimates of budget needs and administer the adopted budget within the department.
  - b. Participate/advise in the Administrators' Meeting and the Principals' Meeting.
  - c. Submit a monthly report to the Education Committee and serve this committee as an advisor.

**Evaluated by:** Executive Director

updated: November 2021