

## Reports to: Lower School Principal

### General Qualifications:

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Possess a master's degree in educational leadership, or curriculum and instruction, or a related area
4. Licensure by a regional accrediting agency preferred.
5. Minimum of 3 years classroom teaching experience.
6. Minimum of 3 years experience as a school administrator.
7. Evidence of strong organizational, communication, interpersonal and technological skills.

### Primary Responsibilities:

The ideal candidate will:

1. Manage the daily discipline issues with the assistance of the lower school principal.
2. Assist the lower school principal in defining the responsibilities and accountability of staff.
3. Assist the lower school principal in identifying and implementing the annual objectives for the instructional programs of the lower school.
4. Assists the lower school principal in the admissions process with prospective family interviews, student visits and lower school admissions committee decisions
5. Assist the lower school principal by conducting staff development
6. Assist the lower school principal in completing teacher observations and evaluations
7. Assist the lower school principal and chief academic officer in selection and implementation of curriculum.
8. Assist the chief academic officer in conducting lower school ERB and milestone testing during the academic year
9. Counsel with parents and teachers in a proactive manner concerning academics, social issues and discipline.
10. Assist as needed with weekly chapels and lower school annual programming
11. Maintain own professional competence by continuing education focused on current trends and best instructional practice.
12. Adhere to Charlotte Christian School policies and follow established procedures.
13. Accept responsibilities for additional assigned duties deemed necessary by the lower school principal.

### Personal and Professional Profile:

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence of the ability to maintain confidentiality pertaining to school matters.
8. Evidence of the ability to work collaboratively within a team.

9. Foster a team approach in all areas of the lower school.
10. Possess strong computer skills and familiarity with appropriate learning technology.
11. Have the ability to present a positive image of the school to others and to the community.

**Mission Statement:** Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.