



***Central Valley Christian equips and inspires hearts
and minds to transform the world for Christ.***

Position Title	Principal
Department	Administration
Contract	Salary
Reports to	School Superintendent
Responsibility Summary	The Principal shall act as the Administrator(s) of the Elementary, Middle and/or High School campuses. He/She shall be responsible for and have authority over the actions of students, instructional and non-instructional staff, visitors, and anyone else involved in their school. The Principal shall report directly to the School Superintendent.
Key Tasks	<ul style="list-style-type: none"> ● School Board and Superintendent responsibilities: <ul style="list-style-type: none"> ○ Provide key leadership in establishing the vision and mission of the school ○ Attend monthly School Board meetings as needed ○ Set the agenda in conjunction with the appropriate education committee Chairperson for their monthly meetings ○ Keep the Superintendent informed of developments in the appropriate school program ○ Serve as a member of the Superintendent’s administrative council ○ Administer the school site he/she is assigned to in conformity with the school constitution, Board policies, local, state, and federal laws ○ Provide oversight of the faculty and staff recruitment process, including the interview and recommendation of hire or not to hire to the Board ○ Perform other duties as assigned by the Superintendent ● Staff responsibilities: <ul style="list-style-type: none"> ○ Assume primary responsibility for creating a positive school-wide climate that promotes effective teaching and learning for his/her respective campus ○ Support the Director of Learning in initiating and implementing appropriate staff development programs as needed ○ Conduct in-service week and new faculty orientation ○ Provide oversight and direction of new teacher mentoring program ○ Designate a staff member to act on his/her behalf when off campus or as needed ○ Provide supervision and oversight of the appropriate campus administrative office personnel ○ Conduct at least monthly faculty meetings ○ Assign faculty to supervise and monitor student activities on his/her campus ○ Be responsible for the evaluation of all staff reporting to him/her according to Board policy

	<ul style="list-style-type: none"> ○ High School only: provide supervision and oversight for the Guidance and Counseling Office and the athletic Department Director ● Student responsibilities: <ul style="list-style-type: none"> ○ Support the Dean of Students in being responsible for the proper instruction, discipline, attitudes, and behavior of students on his/her campus and at school functions ○ Serve on the admissions team to interview prospective parents and students ○ Be responsible for the promotion and retention of students on his/her campus ○ Provide oversight and direction in the evaluation of students on their campus ○ Working with the office personnel and the nursing staff, be responsible for the oversight and maintenance of the health and educational records of each student on his/her campus ● Curriculum responsibilities: <ul style="list-style-type: none"> ○ Working with the Director of Learning, provide strong instructional leadership in the development, implementation, coordination, and evaluation of a balanced curricular and co-curricular program to meet the needs of all students ○ Assume responsibility for the formulation, implementation, enforcement, and review of appropriate school procedures, rules, and regulations in conjunction with the superintendent ○ Revise and update publications such as the curriculum guide, parent/student handbook, etc ○ Assume responsibility and oversight of the school's accreditation process - combined WASC/CSI accreditation for all campuses ○ Provide oversight and supervision for the ESS program of their respective campus ● Finance responsibilities <ul style="list-style-type: none"> ○ Be responsible for the development and monitoring of an annual budget for his/her campus. He/she will work in conjunction with the Finance Director and Superintendent ○ Be aware of the Internal Accounts on his/her campus ○ Work with the Maintenance Director and Superintendent to oversee the proper maintenance and improvement of all school buildings, grounds, and equipment ● Public Relations responsibilities <ul style="list-style-type: none"> ○ Foster a climate of positive school/community relations, provide full and complete information to the community about school programs, and involve the community and its resources in the education program ○ Represent the school in the California Interscholastic Federation (CIF) - Central Section ○ Be responsible for keeping his/her staff informed as to Board policies and administrative regulations ○ Inform constituency as to the events and activities taking place at his/her campus in conjunction with the other campus Principals and Superintendent
<p>Skills and Attributes</p>	<ul style="list-style-type: none"> ● Must subscribe to and be in full agreement with the statement, "I believe the Scriptures of the Old and New Testaments to be the Word of God, the only infallible rule of faith and practice, and that this divine Word of God has been most clearly and consistently interpreted in the Reformed Creeds."

	<ul style="list-style-type: none"> ● Must be a member in good and regular standing of a church whose doctrine is in agreement with Articles II and III of the Central Valley Christian Schools Constitution. ● Must possess the vitality, emotional stability, and high sense of Christian principles and values ● Must possess a dedication to Christian education ● Must display love and interest toward students and staff
Professional Qualifications, Experience, and Requirements	<ul style="list-style-type: none"> ● Professional Qualifications: Experience in teaching or administration in an educational setting ● Experience Requirements: Some experience in supervision, finances, and board relations is preferred ● Education: Master's degree in Administration or Educational Leadership is preferred