



Elementary Principal

Job Description

Overview

The Elementary Principal serves as the spiritual, instructional, and operational leader of the elementary division. This role ensures that all aspects of the school's academic program, culture, and community life reflect a Christ-centered worldview. The principal partners with faculty, staff, parents, and students to cultivate an environment where children grow spiritually, academically, socially, and emotionally.

Key Responsibilities

Spiritual Leadership

- Model a mature, vibrant Christian faith in word and action.
- Lead the school community in prayer, devotionals, and spiritual formation activities.
- Ensure that biblical worldview integration is evident across curriculum, instruction, and school culture.
- Support and mentor teachers in their spiritual leadership roles.

Instructional Leadership

- Oversee curriculum development, implementation, and evaluation to ensure academic excellence.
- Use data-driven decision-making to support student learning and teacher effectiveness.
- Conduct regular classroom observations and provide constructive feedback.
- Lead professional development aligned with school goals and Christian mission.
- Promote best practices in teaching, assessment, and student support.

School Culture & Student Life

- Foster a safe, nurturing, Christ-centered environment where students thrive.
- Support positive behavior systems and restorative practices consistent with biblical principles.
- Build strong relationships with students and families.
- Oversee student discipline with grace, fairness, and consistency.

Faculty & Staff Management

- Recruit, hire, and onboard qualified Christian educators.
- Supervise, evaluate, and support faculty and staff.
- Encourage collaboration, professional growth, and a culture of excellence.
- Lead regular staff meetings and team-building initiatives.

Operations & Administration

- Manage daily operations of the elementary division.
- Oversee scheduling, student placement, and communication systems.
- Collaborate with administrative leadership on budgeting, resource allocation, and strategic planning.
- Ensure compliance with school policies, accreditation standards, and state regulations.

Parent & Community Engagement

- Communicate clearly and consistently with parents and guardians.
 - Build strong partnerships with families to support student success.
 - Represent the school positively in the community and at school events.
 - Support admissions, marketing, and advancement efforts as needed.
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Qualifications

Required

- A personal relationship with Jesus Christ and agreement with the school's statement of faith.
- Bachelor's degree in education or related field.
- State teaching certification and/or ACSI certification (or willingness to obtain).
- Minimum 3–5 years of successful classroom teaching experience.
- Demonstrated leadership experience in an educational setting.

Preferred

- Master's degree in Educational Leadership, Administration, or related field.
 - Prior experience as an assistant principal, principal, or instructional leader.
 - Experience in Christian education or ministry leadership.
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Personal & Professional Attributes

- Strong commitment to Christian education and discipleship.
 - Excellent communication, interpersonal, and organizational skills.
 - Ability to lead with humility, wisdom, and integrity.
 - Visionary mindset with the ability to implement practical solutions.
 - Collaborative leadership style that empowers others.
 - Passion for nurturing children academically and spiritually.
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