

Reports to: Lower School Principal
Focus Area: Student Life and Culture

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 responsibilities for grades JK-4.
 - a. Create and implement student behavior plans with the support of the lower school counselor
 - b. Organize lower school discipline committee meetings as necessary.
 - c. Maintain own professional competence by continuing education focused on current trends and best discipline and classroom management practices.
2. Develop a vibrant student climate in the lower school.
 - a. Coordinate lower school events and service-learning opportunities that build community.
 - b. Partner with faculty to integrate Biblical immersion at both the classroom and administrative levels.
 - c. Elevate the student experience through high-engagement activities and early leadership roles.
3. Serve as the direct report for teacher assistants by
 - a. Serve as the primary point of communication with teacher assistants.
 - b. Lead individual goals meetings and completing annual reviews with the assistance of the lower school principal.
 - c. Create and implement teacher assistant action plans as needed.
4. Attend the following meetings:
 - a. Weekly - all-school academics, LS leadership team, counselor check-in meeting, and one-on-one meeting with lower school principal
 - b. Monthly - team lead meeting, student support meetings
 - c. Quarterly - admin team meeting
5. Additional administrative responsibilities include the following:
 - a. Assists the lower school principal in the admissions process with prospective family interviews.
 - b. Assist the lower school principal in completing teacher snapshots and observations.
 - c. Plan and facilitate subject-area vertical alignment meetings with teachers as assigned.
 - d. Assist the lower school principal in identifying and implementing the annual objectives of the lower school.
 - e. Plan and conduct professional development with lower school faculty.
 - f. Assist with parent education opportunities as necessary.
 - g. Assist as needed with weekly chapels and lower school annual programming
6. 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.