



SUMMIT
CHRISTIAN
SCHOOL

Job Description

Position: Elementary Principal

General Purpose

The elementary principal is responsible for overseeing the elementary academic, behavioral, and spiritual programming. The elementary principal assists in the overall operations of the school. The elementary principal implements and upholds the high expectations for academic, spiritual, character, and professional growth of teachers and students, that will serve to bring the mission and vision of Summit Christian School to fruition.

Position Term and Evaluation

This position commences on August 1 and concludes on July 31. The position is renewable pending the results of a performance evaluation that will be completed by the head of school.

Main Job Tasks and Responsibilities

- Spiritual leadership of the school as a whole
- cultivates an effective, efficient, and positive climate and culture for learning
- Model and maintain healthy, biblical communication
- Oversees curriculum and instruction for grades K-5
- Assist in developing and implementing school-wide initiatives
- Oversee state and local assessments
- Evaluates elementary faculty
- Monitor elementary student attendance
- Oversees and administers elementary student discipline
- Assist with creating tutoring and specials schedules
- Coordinate and implement professional development
- Serve on school board as non-voting member
- Other duties and responsibilities as assigned by the head of school

Education and Experience

- **minimum education level:** master's degree
- understanding of school administration
- minimum of five (5) successful years of teaching experience
- experience in and vision for curriculum and instruction
- demonstrated effective leadership
- public relations experience
- working knowledge of computer applications such as Microsoft Office, Google Suite, and web-based data systems

Key Competencies

- professional dress and attitude
- servant's heart
- steadfast spirit
- collaboration
- planning and organizing
- attention to detail
- information collection and monitoring
- problem analysis
- problem solving and mediation
- excellent written and verbal communication skills
- confidentiality
- integrity
- initiative