



SUMMIT  
CHRISTIAN  
SCHOOL

## **Job Description**

### **Position: Middle School Principal**

#### **General Purpose**

The middle school principal is responsible for overseeing the middle school academic, behavioral, and spiritual programming. The middle school principal assists in the overall operations of the school. The middle school 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 6-8
- Assist in developing and implementing school-wide initiatives
- Oversee state and local assessments
- Evaluates middle school faculty and specials faculty
- Monitor middle school student attendance
- Oversees and administers middle school 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