



Job Description: LOWER SCHOOL PRINCIPAL

Job Title	Lower School Principal
Department/Grade	PreK – 5th Grade
Division (LS/MS/HS/US)	LS
Unit	Administration
Classification (FTE/PTE/FTN/PTN)	Full Time Exempt
Reports to / Evaluated by	Head of School
Supervises	Lower School Teachers; Lower School Instructional Assistants; Director of Resource Programs; K-8 Guidance Counselor; Director of Extended Care; Lower School Office Manager
Total Contract Days	225
Contract Year (JJ or SA)	JJ
Payroll Category	TBD

JOB PURPOSE:

The Lower School Principal serves as the chief administrator, educational leader, and spiritual shepherd for the staff and students in PreK – 5th Grades. The Principal is responsible for implementing and managing the policies and procedures established by the Board of Governors and the Head of School to ensure that the vision, mission, and values of Salisbury Christian School are realized in the day-to-day operation of the Lower School. As the leader of the Lower School, the Principal must communicate effectively with staff, students, parents, community members, and colleagues in other schools.

ESSENTIAL FUNCTIONS OF THE POSITION:

General Leadership:

- Understand, articulate, and promote the vision, mission, and values of Salisbury Christian School;
- Establish and promote high Christian standards and expectations for all students and staff to encourage excellent academic performance and Godly character;
- Model the highest Christ-like behavior consistent with a professional school environment in all interactions with all school stakeholders;
- Maintain a highly visible presence with students, staff, and parents of the school;
- Communicate effectively both orally and in writing with the various elements of the school community;
- Model Christ-likeness by living clearly within the bounds of Biblical authority;
- Demonstrate servant leadership in dealing with staff, students, and parents;

- Take an active interest in the lives of those under his/her authority by getting to know them personally, discovering where they are spiritually and professionally, and helping them take the next steps for growth in these areas;
- Pray for the school community under his/her charge on a regular basis.

Instructional Supervision and Staff Development:

- Supervise the elementary instructional programs;
- Observe classes on a regular basis to evaluate the instructional methods, strategies, and abilities of the staff while providing constructive feedback as needed to promote teacher excellence and growth;
- Train, evaluate, and encourage the Lower School faculty, providing suitable opportunities for personal and professional growth;
- Ensure the implementation of the New Teacher Mentoring Program to help new Lower School faculty assimilate to the culture and expectations of SCS;
- Conduct thorough Lower School teacher evaluation that assesses teaching skills, content knowledge, classroom management, student discipline, and parent communications;
- Recommend contract renewal or non-renewal of Lower School teachers and staff to the Head of School;
- Assume primary responsibility to identify, recruit, interview, and recommend Lower School faculty and staff members of excellence for hiring to the Head of School;
- Ensure that faculty members obtain appropriate continuing education to meet ongoing certification requirements;
- Evaluate and implement curriculum for PreK – 5th Grades in accordance with academic excellence and a Biblical worldview, including the ongoing evaluation and selection of instructional materials and textbooks;
- Oversee the implementation and ongoing revision of the SCS Curriculum Maps, in collaboration with the Upper School Principal and Head of School;
- Ensure alignment between Lower and Upper School educational philosophies, curricular goals, and assessments;
- Implement effective assessment procedures that monitor individual student growth and performance as well as the school-wide attainment of instructional goals;
- Analyze appropriate assessment data and make instructional decisions in response to data collected;
- Oversee the implementation of Resource Services for qualifying Lower School students with the Director of Resource Programs;
- Review and approve all Lower School field trips and curricular events well in advance while ensuring trips are well supervised and provide a safe environment;
- Develop and recommend to the Head of School any academic standards, policies, and objectives that need to be implemented or revised.

School Climate and Culture:

- Promote spiritual health and growth within the Lower School, in collaboration with the Director of Spiritual Life and Administrative team, including direct oversight of chapels, Spiritual Emphasis activities, and times of staff devotions and fellowship;
- Encourage positive staff morale;

- Lead regularly scheduled staff meetings for the Lower School faculty to promote open communication and professional development;
- Meet regularly with grade-level teams to provide a bridge of communication with teachers;
- Ensure a safe, orderly educational environment that encourages students to model Christ-like behavior;
- Implement and participate in a student discipline process that is constructive, encourages Christ-like behavior, and restores relationships;
- Notify the Head of School immediately of any behavior that poses a risk to other faculty, administrators, or students that could damage the reputation of the school;
- Maintain appropriate documentation regarding discipline issues;
- Notify the Head of School, nurse, and any appropriate agencies immediately when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or students appearing to be under the influence of alcohol or controlled substances;
- Supervise appropriate health and guidance services within the Lower School;
- Address any staff, student, or parent issues in accordance with the principles set forth in Matthew 18 as commanded by Jesus Christ.

Daily Operations and Building Management:

- Develop the Lower School master schedule, working in cooperation with the Upper School Principal, guidance counselors, faculty, and administrative staff;
- Ensure that employees follow all applicable school policies, procedures, and contractual agreements;
- Establish and maintain an inventory system for all Lower School materials and equipment;
- Promote an attractive, aesthetically pleasing school environment that is conducive to learning;
- Ensure all students and staff care for and respect the school's physical facilities and resources;
- Organize, promote, and attend extra and co-curricular programs within the Lower School ensuring that they are implemented in a professional and effective manner;
- Ensure adherence to all emergency preparedness protocols established by the school;
- Conduct necessary emergency preparedness drills in collaboration with the Director of Facilities, Upper School Principal, and Head of School;
- Avoid crisis situations by anticipating problems and making timely, clearly communicated, and effectively implemented decisions.

Parent and Community Relations:

- Communicate regularly with parents, seeking their support and input, to create a cooperative relationship that supports the students and mission of the school;
- Include parents, as appropriate, to ensure their involvement and assistance;
- Implement opportunities for parental involvement and education for the attainment of academic, spiritual, and fellowship goals;
- Interact with and support initiatives of the Parent Teacher Fellowship (PTF);

- Assist with organizing and developing effective programs for promoting the school to the general public;
- Promote the incorporation of community resources into the school program;
- Provide opportunities for Lower School students and staff to serve in the local community.

Financial Management:

- Work in cooperation with the Head of School and the Business Manager to establish the annual budget;
- Effectively monitor Lower School expenditures;
- Implement procedures to ensure that the Lower School operates within the operating budget established for the fiscal year;
- Make recommendations for both short and long-term needs in all aspects of the Lower School programs;
- Assist the Head of School and Executive Team members in acquiring resources and outside funding through grants as applicable to Lower School programs.

SUPPLEMENTAL FUNCTIONS OF THE POSITION:

- Demonstrate continued personal growth through participation in professional activities and organizations;
- Communicate frequently with the Head of School and Executive Team;
- Attend Executive Team meetings and meet regularly with the Head of School for accountability, communication, and planning;
- Supervise all activities related to maintaining accreditation within the Lower School;
- Assist the Director of Admissions to interview prospective Lower School families;
- Perform other duties as assigned by the Head of School.

REQUIRED SPIRITUAL QUALITIES:

- Have received Jesus Christ as your personal Savior;
- Believe that the Bible is God's Word and standard for faith and daily living;
- Be in whole-hearted agreement with Salisbury Christian School's Foundational documents;
- Be a Christian role model in attitude, speech, and actions toward others including a commitment to God's Biblical standards for sexual conduct (Luke 6:40);
- Be a member in good standing at an evangelical church that has a Statement of Faith in agreement with the SCS Statement of Faith;
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ;
- Have the Spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

ESSENTIAL PERSONAL QUALITIES:

- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task;
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism;
- Meet everyday stress with emotional stability, objectivity, and optimism;
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and agreement with school policy;
- Use acceptable English in written and oral communication;
- Speak with clear articulation;
- Respectfully submit and be loyal to constituted authority;
- Notify the administration of inability to support any policy;
- Refuse to use or circulate confidential information inappropriately;
- Place administrative ministry ahead of other jobs or volunteer activities;
- Make an effort to appreciate and understand the uniqueness of the community.

WORK EXPERIENCE REQUIRED:

- Minimum 3 years of elementary teaching experience;
- Minimum 3 years of school administration or supervisory experience strongly preferred.

EDUCATIONAL EXPERIENCE REQUIRED:

- Master's degree in Educational Administration, Leadership, or a related field;
- Administrator certification through the Association of Christian Schools International (ACSI) or eligibility for such certification.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The work environment at SCS is one typically found in a school setting. Duties are typically performed in a setting commensurate with the teaching assignment. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position.

The physical demands of the position are ones typically found in a school setting. The employee must have the ability to:

- Sit and stand for extended periods of time;
- Lift and move up to 10 pounds and occasionally lift and/or move up to 25 pounds;
- Frequently move about inside campus buildings and outside on the grounds;
- Exhibit manual dexterity to enter data into a computer;
- Possess close vision, distance vision, and depth perception;
- See and read a computer screen and printed material with or without vision aids;
- Stand, reach, balance, stoop, kneel, crouch, and crawl;
- Hear and understand speech at normal classroom levels;
- Speak in audible tones so as to be understood clearly in normal classrooms.

DISCLAIMER:

Requirements stated herein are minimum levels of skill and/or abilities to qualify for the position. This document does not in any way create an express or implied contract of any kind, or change the nature of your at will employment. Salisbury Christian School has the right to revise this job description at any time. This job description is not a contract for employment, and either the employee or the employer (SCS) may terminate employment at any time for any reason.