

# **Columbia Academy**

## **Job Description**

### **Lower School Principal**

*Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.*

**TITLE:** LOWER SCHOOL PRINCIPAL  
**REPORTS TO:** PRESIDENT  
**PAYROLL STATUS:** SALARY EXEMPT, FULL-TIME, TWELVE MONTH  
**TYPICAL HOURS:** 7:30 A.M. – 3:30 P.M.

**PURPOSE AND SCOPE OF THE POSITION**

The lower school principal reports to the president and is directly responsible for planning and supervising the lower school academic program, the implementation of the policies of the Board of Directors, and the evaluation and supervision of the teachers and education-related staff of the lower school. The job of the principal is to establish and maintain a Christian environment within which school personnel can work and educate students.

**MAIN RESPONSIBILITIES AND JOB TASKS**

**RESPONSIBILITIES RELATED TO GENERAL ADMINISTRATION**

1. Assume responsibilities for the management of the school in all academic and disciplinary related areas.
2. Evaluate and make recommendations to the president regarding any changes in status of the school employees under the supervision of the principal, including their promotion and termination, and make recommendations for the hiring of new personnel. Prepare a presentation and recommendations for the May meeting of the Board of Directors.
3. Implement and maintain the policies of the school; advise the president of the need for new or revised school policies; and cause to be implemented all state laws relevant to education.
4. Keep the president informed of all school-related activities as deemed necessary.
5. Keep abreast of the latest educational trends by advanced study, by visiting other schools, by keeping abreast of current research, and by attending relevant conferences.

**RESPONSIBILITIES RELATED TO FACULTY AND STAFF**

1. Provide a healthy and safe environment in which to work.
2. Develop fair and consistent policies regarding evaluation procedures and other concerns.
3. Conduct annual evaluations of all faculty and direct reports. This involves a ten minute, unannounced monthly visit to each teacher's classroom with a brief follow up within 24 hours.
4. Provide materials needed to have an effective learning environment.
5. Establish clear lines of communication between faculty, staff, and administration.
6. Ensure communication and enforcement of the faculty/staff handbook.

## **RESPONSIBILITIES RELATED TO STUDENTS**

1. Provide a safe and healthy environment for all students.
2. Assume responsibility for the academic progress and behavior of all students.
3. Provide activities that are growth areas for students in the four major areas: intellectual, physical, spiritual, and social as described in Luke 2:52.
4. Develop relationships with students that will foster strong communication, consistency, and fairness, while modeling the example of Christ.

## **RESPONSIBILITIES FOR BUILDING AND GROUNDS**

1. Assume proper care and security of buildings used by the lower school.
2. Submit any significant repair needs via work order.
3. Be aware of and approve requests for the use of Vest Hall.
4. Make recommendations to the president regarding opening or closing school due to hazardous weather or other reasons.

## **RESPONSIBILITIES RELATED TO SPIRITUAL GROWTH**

1. To work closely with all personnel on programs that would help our students grow spiritually, such as: chapel, bible classes, special programs, etc.
2. To ensure the faculty realizes the need to be active in the local church where they attend.
3. To set the standard before faculty, staff and student body in spiritual leadership.

## **KEY COMPETENCIES**

1. The ideal Lower School Principal shall
  - Have prior experience as an elementary principal or assistant principal
  - Have a Tennessee administrator's license
  - Have a commercial driver's license (CDL)
2. The Lower School Principal must demonstrate the following skills
  - Interpersonal skills to relate well with students, staff, administration, parents and visitors
  - Effective communication (written, verbal, non-verbal)
  - Ability to schedule tasks, prioritize responsibilities and work efficiently
  - Ability to manage faculty and staff, providing them with fair and accurate evaluations
  - Ability to work as part of a team
  - Time management skills
  - Ability to react quickly to challenging or emergency situations

3. The Lower School Principal must demonstrate the following personal attributes

- Honesty, trustworthiness and dependability
- Cultural awareness and sensitivity
- Flexibility
- Demonstrate sound work ethics
- A committed Christian in faith and practice
- Be an active member of a church of Christ

**WORKING CONDITIONS**

The Lower School Principal may spend a significant period of time sitting, standing, or walking. Lifting and moving chairs and equipment is needed on a weekly basis to help set up for campus assemblies. The principal must also communicate with parents, staff, and students on a regular basis.