



Title: Elementary School Principal

Reports to: Head of School

Overview: The Principal is responsible for the education, safety and well-being of all students, faculty and staff from K through the Fifth Grade. The Principal is the chief academic officer and visionary leader of the elementary school and serves as the manager of all personnel, programs, facilities and resources.

Leadership

- Models a Christ-like attitude and behavior
- Cultivates and nourishes spiritual development among students, faculty and staff
- Provides leadership and vision to accomplish the school's mission
- Applies effective understanding of group dynamics and facilitation skills
- Fosters a working climate characterized by encouragement and mutual accountability
- Delegates responsibility and develops the leadership of others
- Analyzes relevant information in order to make decisions and set policy in the best interest of the school
- Creates a sense of community
- Employs consensus building skills and includes stakeholders in the decision making process
- Utilizes effective conflict-resolution methods
- Engages in continuing professional development opportunities
- Participates in professional groups
- Stays current on educational research and trends
- Initiates and manages constructive change
- Analyzes data in order to make appropriate adjustments in personnel, curriculum and programming

Academics

- Ensures that a developmentally appropriate program at the appropriate level of rigor is provided at each grade level
- Demonstrates understanding of standards and their relationship to curriculum and instruction
- Leads faculty in continuous review and evaluation of curriculum to ensure appropriate alignment and articulation
- Articulates and encourages appropriate principles of learning theory and best practices for instruction
- Articulates and encourages effective classroom management
- Regularly assesses teaching methods and strategies to ensure appropriateness, variety and effectiveness
- Ensures that curriculum is presented from a Biblical Worldview
- Leads teachers in data analysis and in the use of data to set learning goals
- Supports teachers in the effort to achieve established goals
- Manages and encourages teachers to set and achieve professional development goals

Management

- Strategic
 - Recruit and assign staff to maximize the potential for achieving the school's mission
 - Ensures student safety and security
 - Develops and implements equitable and effective schedules
 - Serves on the Strategic Leadership Team

- Human Resources
 - Assist in the interviewing of potential faculty and staff
 - Evaluate faculty and staff
 - Oversee the professional development plan
 - Arrange for substitute teachers as necessary
 - Resolve personnel issues
- Facilities
 - Ensure the cleanliness and upkeep of the preschool and elementary buildings
 - Identify areas in need of improvement and work with the appropriate departments to develop a plan for improvement
- Fiscal Management
 - Approve all expenses or categories of expense so that resources are used wisely
 - Monitor budgets to avoid overspending
 - Analyze curricular and resource needs to determine appropriate budgeting and expenditure

General

- Collaborate with the Director of Admission to generate ideas to reach prospective families
- Study admissions data to identify trends and make projections
- Provide leadership when students must be denied admission
- Conference with parents to address concerns
- Oversee student discipline
- Keep informed of standards for accreditation and ensure that the school continues to meet standards
- Monitor teacher certification
- Administer Teacher Induction and orientation

Knowledge, Skills & Abilities: This individual must have a love for and a willingness to serve children and their families. He/She must support and cultivate a Christ-like environment that supports the mission of Mount Dora Christian Academy. This individual must be able to manage multiple priorities and remain positive under stressful situations. He/She should be an excellent communicator and able to interact with various audiences. The ability to build relationships with students, faculty and parents is critical to the fulfillment of this position.

Professional Qualifications:

Minimum requirements include:

- A master's degree in education, organizational leadership, professional development or an equivalent area.
- At least 5 years of experience in educational administration as a Principal, Assistant Principal, Dean, or Director of school departments or programs.
- Experience in Christian school administration desirable, but not required.
- Demonstrated supervisory leadership at the senior management level.

Personal and General Qualifications:

Qualified applicants must:

- Be an active member of the church of Christ.
- Have the ability to create and lead effectively at the senior leadership levels in a team environment.
- Have the ability to mentor other leaders, build teams and create a supportive work environment.
- Have enthusiasm, appreciation and commitment for the school's mission.
- Demonstrate proven strength in interpersonal skills and human resource management.
- Be a problem-solver who can engage appropriate parties in the development and implementation of solutions.
- Possess insight into contemporary culture and the challenges facing families, youth and Christian education.