



POSITION TITLE: PRINCIPAL

SCHOOL: SHEPHERD OF THE HILLS CHRISTIAN SCHOOL

OVERVIEW:

Shepherd of the Hills Christian School seeks a strong, visionary Christian leader to serve as head administrator of our preschool, childcare and day school ministries (hereafter referred to as “the school”). The ideal candidate has a love for the Lord--all God's children and the education ministry. Approachable and friendly, the model applicant excels at communication with parents, teachers and students. Our outgoing and enthusiastic principal should possess excellent people skills and be visible, accessible and interactive with all members of our close knit church and school family.

QUALIFICATIONS:

This is a Called position, and as such, the candidate for this position will be approved through a Voter’s Assembly of the church.

Professional:

- Master’s degree in Education; emphasis on administration and supervision, or equivalent experience in administration, or working toward such a degree.
- Participating Member of Shepherd of the Hills Lutheran Church or willing to become one.
- Experience in or an understanding of early childhood education and developmentally appropriate practice is preferred.
- Has been a successful teacher.
- Attend a variety of workshops and conferences to enhance leadership and management capabilities; able to share and exchange information and maintain current knowledge of the education field.

Personal:

- The School Principal will “foster a parent/teacher bond” and work with the goal of “training children in a Christian way of life through the Gospel of Jesus Christ” as presented in the school mission statement, understood by the faculty and staff, communicated to the parents, and implemented through an on-going plan of education.
- Demonstrates a strong Christian faith to others.
- Able to clearly articulate the purpose of the Christian School.
- Understands and uses Christian leadership abilities.
- Willing to make decisions, and exercise good judgment in doing so.
- Must have good communication skills: writing, speaking, and listening.
- Sensitive to the needs of others, and a love for teaching children.

PRINCIPAL RESPONSIBILITIES:

Administration of Board Affairs:

- Reports to the School Board.
- The Principal will work with the School Board and communicates with the faculty and staff to ensure well-planned and unified programs for the benefit of our students, teachers, and staff members.
- Identify the school's needs and determine objectives; develop and implement short and long-range plans to improve operations.
- Identifies government standards and regulations applicable to the school and ensures compliance.
- Is responsible for the overall management and operation of the entire school.
- Responsible to the School Board for annual budgets, plans and administers annual budgets with appropriate personnel.
- Promotes and represents the needs of the staff before the School Board.

Spiritual Development of Staff and Students:

- Help people to see, believe and receive Jesus, and serve Him with their lives.
- Establish and promote a positive Christian atmosphere in the school that is conducive to good teaching and learning situations and develops opportunities for sharing of the faith.
- Provide weekly opportunity to join in prayer and/or study of God's Word with faculty and staff.

Student/Family/Staff Relations,

- Admissions interviews with all new families and is responsible for the annual Orientation Meeting.
- Administer discipline in accordance with the school's policies.
- Loves children and desires to draw them closer to the Savior.
- Foster an active, supportive system for school-home relationships, providing for communication and continued parent education.
- Is concerned that each child is achieving progress at a rate commensurate with the child's abilities.
- Makes arrangements for the testing of children that have been identified by teachers or parents as having learning or behavioral concerns, and contacting outside agencies to provide help for children in need with teacher and parent approval.
- Manages and resolves conflicts with faculty and staff, parents, the School Board, and the community, based on the Biblical model for conflict resolution.

Personnel Supervision

- Maintain a close working relationship with the Pastors, Directors of the Pre-School and Child Care.
- The principal sees that all aspects of the Christian education programs are administered as planned.
- Coordinates office interactions and needs with appropriate personnel.
- Responsible in determining staffing needs for the entire school and works with the School Board in recruitment, and selection of qualified personnel.

- Observes and completes regular evaluations for all teachers in grades Preschool-8 by February 1 and helps teachers with setting goals and timelines to complete individual goals.
- Seeks out professional development unique to the needs of the K-8 faculty/staff.
- Conduct evaluations of Preschool Director and Day Care Director and sees to it that staff members in their departments are regularly evaluated.
- Supports annual evaluations for office staff.
- Ensures a thorough orientation for new faculty and staff personnel.
- Conducts teacher meetings with all faculties to facilitate the operation of the school.
- Attend, conduct and chair a variety of meetings with faculty, parents and community representatives.
- Improves professional skills and knowledge of staff.
- Teach classes as necessary.

Curriculum Development and Review and Accreditation Compliance

- Responsible for purchase and putting into operation all educational supplies.
- Directs and supervises the curricular development of the school so that a coordinated instructional program is followed, which utilizes accepted standards including, but not limited to, NLSA standards, Integrating the Faith standards, and other Lutheran School, state or local mandates and guidelines.
- Help teachers plan and execute a quality educational program.
- Keep abreast of current educational methods, trends and materials.

Administration of the Office:

- Supervision of the budget development and implementation.
- Oversees control of purchasing school materials and equipment.
- Responsible for keeping a complete inventory of equipment, books, and materials.
- Keeps accurate, up-to-date information of personnel and student records.