



Oakland Christian School
Elementary Principal Job Specifications

General Description

The Head of School hires the Elementary Principal with the approval of the Board. The Elementary Principal must establish and promote the educational vision for the elementary program. He/she is responsible directly to the Head of School and fulfills the day-to-day administrative functions and oversight of the elementary school program. It shall be his/her duty to carry out a program of education in accordance with the philosophy of the school, the policy set by the Board and the direction of the Head of School. The Head of School will evaluate the Elementary Principal on an annual basis.

Qualifications

The principal, as a “teachers’ teacher” must be prepared and qualified. All qualifications necessary to be a teacher at OCS will apply to the Elementary Principal along with the following:

1. He/she must be one who can be an example to the staff, parents, and students “in speech, life, love, faith, and purity,” being above reproach. (I Tim 4:12)
2. As one both in and under authority, he/she must understand his/her role and place in the body of Christ and the overall administration of the school.
3. His/her vision must parallel that of the Head of School, with a focus on the welfare of the whole school, not only the secondary program.
4. He/she must have a record of successful teaching experience and demonstrated potential for effective leadership. An advanced degree in addition to training in administration is preferred.
5. He/she must meet all requirements for ACSI Administrator Certification or be working toward fulfilling the requirements.

Responsibilities (By Area)

A. Operational / Administrative

1. Establish and maintain a consistently Christian atmosphere and climate conducive to teaching and learning.
2. Foster a climate of unity of purpose and direction.
3. Supervise the organization of the elementary school program.
4. Remain informed of recent developments in education including professional development, training and coaching.
5. Handle all correspondence relating to matters of general importance regarding the welfare of the elementary school.
6. Monitor teacher certification status for the State of Michigan and ACSI with assistance from the Curriculum Specialist.
7. Work with the Head of School to plan and prepare the annual budget and oversee expenditures.
8. Plan and oversee of all schedules related to the elementary school.
9. Direct the parent-teacher conferences.
10. Attend meetings of the Board as instructed by the Head of School and submit a monthly report; serve on committees as requested.
11. Approve field trips and guest speakers; coordinate activities that relate to the elementary school and assist in preparation of the calendar of school activities.
12. Assist in the preparation of the student and faculty manuals.
13. Plan appropriate guidelines for elementary lunch periods and assign appropriate personnel to assist and supervise.
14. Implement other duties as assigned by the Head of School.
15. Serve as mediator among students, parents, and teachers.
16. Evaluate and help coordinate with the athletic department in cooperation with the Athletic Director and Assistant Athletic Director.
17. Develop and organize a workable teacher/student schedule of learning.
18. Develop and plan with the administration a yearly calendar.
19. Supervise preparation and maintenance of the elementary files, records, including cumulative records, health records, and transcripts.
20. Supervise the arrangement for substitute teachers.
21. Coordinate needs, supplies, books, and materials for approval and purchase.

B. Curriculum and Instruction

1. Work directly with the Curriculum and Instruction Specialist for the development of the curriculum at the elementary level.
2. Work with the Head of School and other identified personnel to see that the scope and sequence of academic instruction correlates with that of the elementary grades.

3. Approve the use and purchase of all textbooks, teaching aids and supplies.
4. Secure accurate inventories of what is on hand at the end of the school year.
5. Oversee the instructional program and coordination of the upgrading of curriculum.
6. Make recommendations regarding curriculum needs and/or possible changes to the Head of School.

C. Staff Personnel

1. Observe and evaluate elementary teachers.
2. Report all progress and areas of concern regarding performance of personnel to the Head of School. Make recommendations regarding employment renewal to the Head of School.
3. Interview prospective elementary teachers, along with the Chief of Staff, and make appropriate recommendations for hire to the Head of School.
4. Assist in the development of the overall in-service of the teaching staff.
5. Prepare agenda and conduct weekly elementary teacher meetings.
6. Assist in orientation of new teachers in all areas necessary for effective teaching.
7. Recommend the number and types of positions required for the operation of an efficient elementary school program.
8. Assign faculty and students to subjects and grades for the most effective utilization of faculty and for the educational benefit of students.
9. Seek and keep a balance between the curricular and co-curricular programs, socially and physically.

D. Student Personnel

1. Partnering with the Director of Enrollment, provide input regarding the testing and acceptance of students.
2. Work with teachers, parents, and students concerning specific discipline or academic problems.
3. Maintain the student population that fits the OCS student agreement.

E. Spiritual Leadership

1. Develop personal growth of teachers and staff through regular Bible study, prayer, church involvement and elementary faculty meetings.
2. Coordinate with the Director of Christian Life to insure a chapel program that is relevant to student and staff needs.
3. Participate in Christ-centered counseling with students and staff as needed with the involvement of the Licensed Professional Counselor if and when necessary.
4. Maintain a close personal relationship with Jesus Christ and participate in a local church.