



VILLAGE CHRISTIAN SCHOOL | **ELEMENTARY PRINCIPAL**

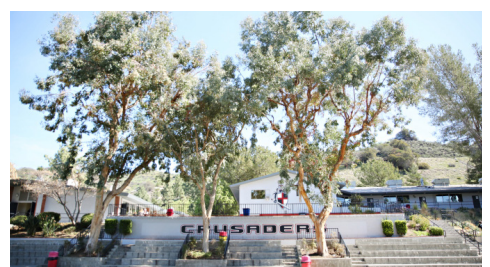
The Mission of Village Christian School is to provide a “CAREing”, Christ-centered education producing students who thrive. The school’s CARE Values describe a school that is Christ-centered, Affordable and Accessible, believes in Real Relationships, and provides an Excellent Education.

Our motto is “College bound from Kindergarten, Christ-centered for life.”

VCS was started in 1949 as a ministry outreach of Village Church, a non-denominational church in Burbank, CA. The school is operated independently but maintains a strong relationship with Village Church to this day. A non-covenantal school, VCS admits students who are open to learning about the Christian faith. The school employs men and women who are actively pursuing their faith in Jesus Christ and are involved in a local church.

VCS families come from over 200 churches and represent a very diverse population of ethnic, socioeconomic, and family backgrounds. The school strategically ministers to this broad group of students and families with innovative, research-based initiatives and programs designed to meet the spiritual, emotional, and social needs of the 21st century student. Our prayer is that each student would mirror the development of Jesus as a child as described in Luke 2:52: “And Jesus grew in wisdom and stature, and in favor with God and people.”

VCS is a member of the Council for Educational Standards and Accountability (CESA), an organization of the top Christian schools in the country and is accredited by the Western Association of Schools and Colleges. We are a National Blue Ribbon School and LA Times and Daily News Reader’s Choice Best School.



ELEMENTARY PRINCIPAL: Full Time, Exempt, 12 month

REPORTS TO: Head of School

EDUCATION/EXPERIENCE REQUIRED/PREFERRED: A four-year education and Master's Degree in Educational Administration or similar field is required.

SALARY/BENEFITS: \$90,000 - \$120,000 (The salary is the expected range and is dependent on candidate qualifications.)

GENERAL RESPONSIBILITIES

To implement the mission of Village Christian School in a Christ-like manner by leading the Elementary School team of faculty, staff, students, and families in all efforts relating to student learning and faith development.

SPECIFIC RESPONSIBILITIES

Oversee all aspects of curriculum, teaching, spiritual formation, and student life for the Elementary School with an emphasis on integrating the school's CARE (Christ Centered, Affordable and Accessible, Real Relationship, and Educational Excellence) values, while producing students who thrive.

Direct a student-centered, growth mindset approach to learning that supports diverse learners, utilizes great teaching, exceptional curriculum, inspiring faith formation, and results in outstanding student achievement.

Represent the Elementary School in the strategic planning process for the ongoing improvement of the Elementary School. Integrate the school's essential questions, accreditation action plans, and strategic initiatives.

Facilitate a community of compassionate teachers and staff who are growing as professionals, work well together, communicate effectively with parents, and are growing in their faith and practice.

Works collectively with the HR Director in the hiring, retaining, and terminating of elementary employees.

Collaborate with a dynamic community of administrators to further the school's mission and integrate K-12.

Communicate the vision of the school with PTF groups, the parent community, and potential students.

PROFESSIONAL RESPONSIBILITIES AND DUTIES

Be accessible to students while providing academic support, active listening, and advocacy.

Is willingly involved in the VCS community outside of school hours.

Faithfully completes reasonable extra duty assignments (supervision, mentoring, office hours, etc.).

Maintains cordial, professional relationships with all students, staff, parents, and community members.

Abides by the spirit and policies in the VCS Employee Handbook.

SPIRITUAL COMMITMENT AND GROWTH

Has a dynamic, growing faith and is a spiritual role model for employees and students.

Maintains a commitment to the school's Statement of Faith in action and belief.

PHYSICAL REQUIREMENTS

Must be able to lift up to 25 pounds at times.

Must be able to traverse school facility and lead students to safety in the event of an emergency.



QUALIFICATIONS

Has a dynamic, growing faith and is a spiritual role model for students.

Positivity bordering on evangelistic, a great ambassador, and mission minded.

Humility with confidence, servant leader, someone others will follow.

Visionary, innovative, open-minded, willing to learn, and respects tradition.

Principal or Assistant Principal at an accredited school, for a significant amount of time, and have K-5 experience in your career preferred.

Experience with developing signature or differentiated programs.

Successful track record in recruiting and hiring.

Bachelor's Degree required.

Master's Degree (in education field) and/or teaching credential/administrative credential preferred.

Village Christian School offers a competitive salary and benefits package. Employee is expected to fully comply with the above job description. Additional duties may be assigned to this position as required.

THE APPLICATION PROCESS

To apply for this position, please complete the application online at www.villagechristian.org/careers.

If you have any questions regarding the application process, please contact:

Kristin Machuca
Human Resources Director
(818) 767-8382 ext. 206
kristinm@villagechristian.org

Village Christian School is an equal opportunity employer. Applicants for employment are considered without regard to any protected basis under federal, state, and local anti-discrimination laws for Christian school employers. Applicants who need an accommodation in order to participate in the recruitment and hiring process should contact the Human Resources department in order to discuss reasonable accommodation.

