



Grace Community School — Tyler, Texas

Job Profile: Elementary Assistant Principal

November 2025

Position Overview

Grace Community School seeks a wise, conscientious, and spiritually mature **Elementary Assistant Principal** to create a safe, nurturing, and Christ-centered environment where young students can learn and grow. Working closely with the Elementary Principal, this leader supports teachers, encourages positive student behavior, and partners with parents to promote strong academic and spiritual development. With a heart for children and a commitment to shepherding them well, the Assistant Principal plays an essential part in building a joyful, welcoming community at Grace.

Key Responsibilities

1. Leadership & Administrative Support

- Assist the principal with interviewing and securing faculty, observing and training teachers, formulating class rosters, building the yearly schedule, leading staff meetings, and fulfilling other duties as assigned by the principal to support the function of the elementary school.
- Serve as a trusted counsel for the principal; keep the principal abreast of current concerns or issues.

2. Student Behavior, Discipline, and Policies

- Develop and communicate school guidelines for student behavior and discipleship to students, staff, and parents.
- Ensure school rules are observed consistently and equitably; ensure consequences are applied equitably.
- Publicly support and recognize the teacher as the primary disciplinarian.
- Document student infractions and maintain confidentiality; support teachers in doing the same.
- Review discipline policies, dress code, attendance, school rules, and activities annually with stakeholders.



- Prepare elementary faculty handbooks annually.

3. Supervision, Operations & Campus Programming

- Coordinate and supervise the cafeteria, parking lot, and hallways before school, during lunch, and after school.
- Create and oversee the lunch duty schedule and lunch duty personnel.
- Create the weekly chapel schedule, including securing speakers and grade-level performances.
- Coordinate programming needs for chapel and special events with maintenance and AV teams.
- Coordinate and develop safety and security drills and maintain the drill calendar.

Qualifications

- Bachelor's Degree required; Master's Degree preferred
- Valid Teaching Certification
- A master teacher in his/her own right, with a minimum 8-10 years of teaching experience and a record of successfully impacting student achievement
- A commitment to Grace Community School and its values; an understanding of Grace Community School's mission and unwavering commitment to fulfill it
- A high level of personal integrity and professionalism
- An unwavering commitment to the high academic achievement of all Grace students, in accordance with their God-given bent
- A capacity to work with the campus principal to motivate and lead instructional staff to yield the highest academic learning possible from all students
- Ability to give constructive feedback to instructional staff to facilitate student growth and learning
- Openness to receive feedback on issues that will facilitate the growth and achievement of faculty and students

Reporting Structure

- Reports to: Elementary Principal (Jennifer Dozier)
- Collaborates Closely With:
 - Elementary Teachers, Aides, and Support Staff
 - Academic and Administrative Leadership