VALLEY CHRISTIAN SCHOOL

Graduating Christ-Centered World-Changers

Position Description: Upper Elementary / Middle School Principal

---

Position Reports to: Head Principal

Position Classification:
- Exempt, full time, at-will, 12-month, salaried, Administrative

Position Requirements:
- ACSI Administrators certification required.
- Holds a Bachelor's degree from an accredited college
- Must have a Masters degree, preferred in School Administration
- Experience working with children
- Demonstrates effective communication skills with parents, children, and staff
- Motivated self-starter

Character Description:
- Born-again Christian
- Models a Christian lifestyle
- Team player
- Teachability
- Person of integrity
- Loyal and maintains confidence

Position Responsibilities:

Administrative Duties
- Provide vision, leadership, and oversight of all upper elementary and middle school programs and personnel
- Provide vision, leadership, and oversight of programs and initiatives that assist in spiritual formation and maturity.
- Effectively utilize upper elementary and middle school personnel through appropriate assignments to specific activities, positions, grades, and/or subjects.
- Supervise and evaluate all upper elementary and middle school personnel and make annual employment recommendations to the Head Principal.
- Assist in the recruiting of quality faculty and staff.
- Assist Head Principal in the preparation of the school calendar.
- Prepare academic schedules for campus personnel and students as well as assist with special schedules for other campuses upon request.
- Assist in the admissions process for all new students.
- Create an educational environment that facilitates student learning.
- Regulate and enforce the school's conduct and discipline policies.
- Oversee and ensure the accuracy of student records and transcripts.
- Schedule and conduct upper elementary and middle school personnel and team meetings
- Participate in school-wide programs (i.e. Open Houses, Orientations, Special Chapels, Graduations, etc.) and other special programs as appropriate.

- Oversee the campus Before/After School Care program and personnel.

Qualifications

1. Spiritually, qualified candidate shall possess characteristics that reflect the following;
   - unreserved acceptance of the school's Statement of Faith
   - a strong, clear Christian testimony
   - a mature, Godly spirit
   - a person of faith and prayer
   - a broad acceptance of and by the Christian community
   - strong knowledge and understanding of Scripture
   - active involvement in the local church
   - a servant leader
2. Professionally, qualified candidate shall be characterized by the following;
   - ability to articulate a Christian philosophy of education consistent with Scripture
   - broad experience as a Christian school administrator
   - demonstration of executive and management skills and presence
   - effectiveness in oral and written communication
   - deep understanding and empathy for why Christian schools exist
   - evidence of being a team player who is responsive to the school leadership and the school staff
   - keep abreast of the major current trends in education in general, and in Christian education in particular.
   - engagement in continuing education and professional development
   - credentials that are appropriate for leading the school and its faculty/staff in its educational mission
3. Personally, qualified candidate's life shall reflect the following;
   - a person of integrity in business, finance, and human resources through the equitable treatment of others
   - a life consistent with Biblical principles
   - a model of God's ideal for the family
   - the gift of listening and responding appropriately to the counsel of others
   - a commitment to Christian schooling as evidenced by having his/her K-12 school-age children enrolled at VCS when educationally feasible

Other position appropriate duties as deemed necessary by the Head Principal or Head of School.