

## **Principal's Job Description**

Reports to: School board <sup>[1]</sup><sub>[SEP]</sub>

Supervises: All the teachers, staff, and students of the school

School: Includes elementary, middle, and preschool

### **NATURE AND SCOPE OF JOB:**

The Principal serves as both the educational and spiritual leader for the school. The Principal is responsible for managing the policies, regulations, discipline, and procedures to ensure that all students and staff are supervised in a safe environment that meets the mission of the school and promotes learning.

Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of the school staff hired by the school board and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

Christian growth and development requires the principle to foster and develop an environment where Christ is supreme in all. The Westminster Confession of Faith and Catechisms of the Bible Presbyterian Church are to serve as a guide and help in this endeavor.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The school Principal shall fulfill the mission statement by fulfilling the primary responsibilities as listed below:

#### **A. Organization and Management**

- 1a. Supervises the day-to-day operations of the school
- 2a. Supervises all functions of the school office
- 3a. Monitors the needs of the school program and solves problems promptly
- 4a. Organizes the annual school calendar
- 5a. Helps organize school-wide programs
- 6a. Maintains knowledgeable control over building operations
- 7a. Supervise arrival and dismissal traffic direction duties
- 8a. Supervises or arranges for supervision of students during Middle School Lunch and Recess
- 9a. Responds to general inquiries about the school and its programs via phone, email, and/or general communication channels in a timely manner
- 10a. Organizes chapel and special event facility set-up
- 11a. Covers office duties as needed
- 12a. Organize annual school work day together with TBPC deacons.
- 13a. Supervise faculty, staff, and volunteer background checks
- 14a. Acts as school liaison to health insurance agency
- 15a. Supervise and maintains an effective inventory system for all school supplies, materials, and equipment reducing redundancy and waste.

16a. Upholds the school's emergency or disaster procedures; accordingly, oversees fire drills & annual lockdown drills

17a. Ensures that Staff records are complete, confidential and current – documenting all awards, recognitions, continuing education, reviews, classroom observations, and discipline in clear and organized manner

18a. Supervises the exclusion from school of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils; assures that excluded pupil's parents or guardians are apprised of the reasons for exclusion

19a. Oversee publication of school directory

20a. Complete all required state reports prior to established deadlines

21a. Manage relationship with Association of Christian Schools International (ACSI)

## B. Finance

1b. Works with Board/Finance Committee to prepare the annual budget

2b. Oversees income and expenses and assures that both stay within budget

3b. Approves and oversees expense requests (\$500 limit before Board approval is required)

4b. Able to authorize school discounts for new families or need based, after the application has been filled out. Discounts in excess of \$500 require board approval.

## C. Development

1c. Plans yearly goals in cooperation with the Board/Development Committee

2c. Helps coordinate school-wide development events

3c. Oversee all school fundraising efforts

## D. Relationship with the School Board

1d. Works with Board to set vision/direction for school

2d. Supports Board policies and decisions

3d. Follows the philosophy and objectives of the school

4d. Keeps the Board informed of relevant school issues

5d. Works with the Board in the hiring of faculty and staff

5di. Provides final evaluations for all staff members to the board for review prior to contract renewal

6d. Acts as liaison between the Board and school employees

7d. Serves as advisory member of various Board committees

8d. Assists Board in updating school's Policies and Procedures handbooks (Parent-Student and Staff) as needed

8di. Review must be done on annual basis with recommendations presented to the board no later than 90 days prior to start of school year.

9d. Attends monthly Board meetings, along with additional scheduled meetings as necessary

10d. On at least a monthly basis, prepares the Principal's Report for the School Board. The report should include, but is not limited to:

- Projects currently underway with progress reports
- Future goals and possible impediments
- Issues with parents, staff, and students and how they are being addressed
- Recruitment and retention of staff and students
- Building and maintenance issues together with estimates
- Important school calendar events and holidays
- Tuition in arrears and efforts made to collect

11d. Immediately notifies the Board President and appropriate agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, or potential suicide.

12d. Immediately confronts students, parents, or staff appearing to be under the influence of alcohol or controlled substances

#### E. Relationship with Parents

- 1e. Keeps parents informed of relevant school issues through weekly (or more frequent) communication
- 2e. Encourages active participation of parents
- 3e. Works with HCS Parent Association in cultivating parent involvement
- 4e. Remains available to meet with parents and help resolve conflicts
- 5e. Responds to parent phone calls and emails in timely manner
- 6e. Attends monthly HCS Parent Association meetings
- 7e. Attends parent-teacher meetings as requested
- 8e. Organizes and attends Parent Orientation, Parent Day, Open House, and other parent events
- 9e. Work with Music Teacher to organize and carry out annual Veteran's Day Program, Christmas Program, and Grandparents Day Program
- 10e. Conduct new family interviews

#### F. Instructional Leadership

- 1f. Stays abreast of instructional issues related to Christian schools
- 2f. Works with Board and faculty to establish and improve the school's curriculum
- 3f. Encourages growth of the faculty through in-service, workshops, college classes, and outside school visits.
- 4f. Conducts faculty meetings and prayer time.
- 5f. Monitors weekly lesson plans
- 6f. Oversees school discipline programs
  - 6fi. Meet with parents and/or staff and/or students during and after school as necessary to handle disciplinary incidents
  - 6fii. Handle student suspensions and expulsions
- 7f. Organizes annual standardized testing of students
- 8f. Supervises the ordering of all school equipment, books, and supplies
- 9f. Organizes school class schedules and specialist class rotations

- 10f. Responds to daily questions & concerns from faculty & staff
- 11f. Organizes end-of-summer staff professional development activities
- 12f. Oversees afterschool enrichment programs
- 13f. Oversees annual 8<sup>th</sup> Grade Retreat
- 14f. Organizes and oversees annual Project Fair and Back-to-School Night
- 15f. Performs teaching duties as needed or required
- 16f. Enforces dress code policy so as to assure a school environment <sup>[ ]</sup><sub>[SEP]</sub>that is focused on group spiritual and academic achievement rather than on <sup>[ ]</sup><sub>[SEP]</sub>individuals
- 17f. Oversee quarterly student grade and behavior reports to parents, along with tri-weekly progress reports
- 18f. Work with Athletic Director to carry out HCS Athletics Program
- 19f. Oversee new family testing procedure

#### G. Faculty-Staff Relations

- 1g. Organizes a plan for faculty evaluations and improvement
- 2g. Conducts regular classroom visits, both scheduled and unscheduled
- 3g. Tracks faculty/staff morale and helps develop positive working conditions
- 4g. Keeps faculty and staff informed of all pertinent school information
- 5g. Works out job descriptions for staff and conducts evaluations
- 6g. Mediate any disputes between staff members

#### H. Spiritual Leadership

- 1h. Maintains personal spiritual life through appropriate spiritual disciplines
- 2h. Promotes individual and corporate spiritual growth among faculty and staff.
- 3h. Organizes school chapel services (calendar, speakers, music, et al)
- 4h. Prepares and delivers weekly devotions to faculty and staff.
- 5h. Chooses school theme verse
- 6h. Emphasizes spiritual concepts and principles in all communications to parents, students, faculty & staff, and external organizations

#### I. Professional and Personal Growth

- 1i. Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, Christian citizenship, and demonstrating pride in the education profession.
- 2i. Provides spiritual accountability by participating in local church(es).
- 3i. Represents the school well in all areas of life, maintaining high ethical standards
- 4i. Maintains active involvement in professional and civic organizations
- 5i. Keeps current of local, state, and federal regulations of Christian schools

#### J. Marketing and Public Relations

- 1j. Works closely with the Board in promoting the school
- 2j. Builds positive image for the school both internally and externally

- 3j. Helps develop attractive promotional materials to promote the school
- 4j. Handle all school tours for prospective families
- 5j. Develops a vigorous re-enrollment campaign each year
- 6j. Promotes proper relationships with Tacoma Bible Presbyterian Church and other local churches
- 7j. Maintains positive relationships with appropriate school and government agencies
- 8j. Promotes school and communicates important information by utilizing official school social network(s)

K. Tech Support

- 1k. Responds to technical queries from faculty and staff (re: software, hardware, internet access, et al)
- 2k. Sets vision for school wide technology integration into pedagogy
- 3k. Updates school website
- 4k. Organizes and maintains School Information System