

**Position Title:** Principal – Pantego Christian Academy  
**Date Modified:** February 2020  
**FLSA Classification:** Full-time, exempt  
**Reports To:** Head of School  
**Position Purpose:** Provide leadership and oversight for all aspects of educational life in the division. The Principal is a biblically equipped and highly motivated educational leader with the ability to build relationships, solve problems and inspire continual individual and institutional growth toward the Mission and Core Values of PCA.

### **Academic Leadership**

- Provide leadership and oversight so that the school's expected student outcomes are thoroughly addressed throughout educational programs
- Have a thorough knowledge of, and understanding of the Christian philosophy of education that will enable him or her to provide leadership and guidance in the school's development of an commitment to a Christian worldview
- Establish and maintain an effective learning climate in a Christian school
- Leads the curriculum development of the division
- Have a thorough knowledge of the school's philosophy, objectives and mission, curriculum, and standards
- Keep student progress (academic, social, physical and spiritual) at the forefront when evaluating the effectiveness of the total school program
- Regularly monitor teacher lesson plans, and homework assignments
- Help establish a positive student culture where diversity is accepted and students learn to respect differences in accordance with biblical principles, take responsibility for their actions, and exercise leadership
- Have knowledge of the physical and emotional development of children, and understand the challenges they face while growing up
- Train staff members to meet the various needs of students learning styles
- Work closely with the other Principals to share with and implement best practices, and encourage unity between campuses
- Study current trends in Christian and secular education to ensure the highest quality of education

### **Administrative Leadership**

- Administer policy for classification, promotion, or retention of students in the school program
- Coordinate and supervise the parent-teacher conferences (where necessary)
- Provide the school environment with appropriate rules, structure, and procedures in which staff, students, and volunteers can function efficiently, effectively, and productively
- Understand supervision and how to lead in a positive manner
- Handle sensitive and confidential documents and information where judgment and discretion are essential
- Provide leadership in planning the division's master schedule
- Provide oversight and leadership for staff meetings and in-service opportunities
- Meet regularly with the Head of School to ensure coordination of programs and prompt problem resolution
- Ensure that school staff communicates with parents consistently and expediently
- Be available to assist the teachers in matters relating to students needs and problems
- Maintain a physical presence with students, teachers, and parents
- Provide for the appropriate delegation of responsibilities and authority within the school

- Involve parents in prayer, volunteerism, and input and decision making as appropriate
- Assist the Admissions department by conducting new family interviews in a timely manner
- Have annual end-of-year inventory of textbooks, furniture, equipment, and other items for all classrooms, and keep adequate records of same
- Actively participate, update, and contribute to the school's improvement plan
- Responsible for establishing guidelines for proper student conduct and dress; maintain positive student discipline consonant with Biblical principles and school policies; monitor students' adherence to established school rules
- Use grammatically correct English in all written and oral communication, including electronic communication; speak with clear articulation
- Submit and help monitor the division's annual budget and help establish five-year plan for the division
- Assist with the revision of the parent/student handbooks, employee handbook, substitute teacher handbooks, course description catalog, and other such items
- Have the ability to accomplish the goals and objectives assigned by the Head of School
- Discipline as it relates to dismissal of students
- Participate/chaperone school-sponsored trips as needed
- Assume all other duties and responsibilities as assigned by the Head of School

### **Personnel Leadership**

- Treat all personnel fairly and in a businesslike manner, without favoritism or discrimination, while insisting on performance of duties
- Ensure that school personnel have current written job descriptions
- Make objective recommendations, with adequate supporting data, to the Head of School in regard to cases of assignment, transfer, promotion, demotion, nonrenewal of contract, or dismissal
- Responsible for hiring and terminating division personnel according to current policies
- Develop and train a pool of competent substitute teachers and volunteers to ensure continuity of the school program
- Provide input to the Head of School that will help establish, implement, and refine procedures for the recruitment, orientation, supervision, evaluation, and motivation of personnel
- Evaluate employees using formal and informal evaluations and observations, and hold evaluation conference with staff members
- Work with underperforming faculty and staff to improve performance to acceptable levels or document performance for termination

### **Service Qualities**

- Actively promote and participate in school activities
- Serve in areas deemed necessary by the administration
- Model servant leadership for the students, parents and co-workers
- Disciple students both personally and through the school programs
- Willing to come early and stay late as necessary
- Contribute to the general improvement of PCA

### **Legal Compliance**

- Monitor compliance with relevant laws and regulations that apply to school, and file all legal and regulatory documents in a timely manner
- Ensure that all records – business, personnel, and student – are adequate, accurate, and administered legally
- In coordination with the Facilities Director, assist with required emergency safety drills, and provide

documentation of all emergencies and drills

### **Spiritual Leadership**

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement (both attached)
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others
- Evidence the fruit of the Spirit in dealing with people
- Actively participate in a local Bible-believing church
- Have a conviction of God's calling to Christian school administration
- Create environment for students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome
- Work with the administration and staff to address the spiritual formation needs of the students

### **Relationships**

- Build Godly, effective relationships with teachers, students, and parents to promote a positive, Christ-centered environment
- Counsel, console, and provide resources for troubled staff, parents and students
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Provide an atmosphere of open communication and positive relationships between students, staff, faculty, parents, and administrators helping to resolve conflicts at the source
- Communicate with students, parents and co-workers consistently and in accordance with all policies of PCA
- Meet everyday stress with emotional stability, objectivity and optimism
- Exercise friendliness and consideration, treating students without partiality
- Submit respectfully and is loyal to the school
- Recognize the need for good public relations; represent the school in a favorable and professional manner to its constituency and the general public

### **Education and Experience**

- Required: Master's Degree in Education
- Required: Knowledge and prior application of current information, theory and research in education, including a commitment to evaluation and incorporation of innovative methodologies and curriculum
- Highly preferred: 5 or more years of teaching and/or administration experience
- Highly preferred: Experience in a Christian school and commitment to biblical world-view education
- Highly preferred: ACSI certification

### **Physical Requirements and Work Environment**

- Regularly sit, talk, hear and visually intercept visitors
- Be able to occasionally lift up to 30 lbs
- Regularly use close and distance vision
- Work at a desk and computer screen for extended periods of time
- Turn, bend, reach and occasionally use a ladder
- Work in a traditional climate controlled office environment
- Maintain professional appearance (as outlined in the Employee Handbook)