



## **Elementary Principal**

### **Position:**

- Full-Time
- Contract (August 1st through June 15)
- Salaried, at-will employee
- Full-time Benefits

**Reports To:** Berean Academy Head of School

### **Position Summary:**

The Elementary Principal serves as a spiritual and academic leader, committed to fostering a Christ-centered learning environment that promotes excellence in education and discipleship. This role requires a visionary individual who understands and champions a Christian philosophy of education, while providing strategic leadership, supervision, and support to faculty, students, and families.

The principal is responsible for developing and maintaining a robust elementary program that aligns with the school's biblical principles, core values, and academic standards. He/She is responsible for leading Elementary curriculum development, the Elementary chapel program, establishing educational goals, and implementing academically sound and innovative practices that reflect current trends in education. Through consistent communication and collaboration, the principal nurtures a professional and spiritually enriching community for both staff, parents, and students.

In addition to educational leadership, the principal oversees personnel administration, ensuring fair and ethical treatment of staff, fostering professional growth, and maintaining a culture of integrity and encouragement. He/she supervises daily operations, enforces school policies, and ensures a safe, disciplined, respectful, and Christ-like environment.

This position requires a servant-hearted leader who views his/her work as a ministry, demonstrates humility, and models Christ-like character in all interactions. The principal must be certified by ACSI (or qualified to obtain it) and committed to the school's doctrinal beliefs, core values, and policies.

### **Key Responsibilities:**

- Leadership
  - Understands and promotes a Christian philosophy of education
  - Develops and maintains an academically sound Elementary program
  - Participate in the development and implementation of Elementary curriculum, standards, policies, and programs
  - Provides leadership in establishing educational goals for the Elementary program
  - Is an agent of educational change and innovation by keeping aware of current trends and practices in education
  - Develops and promotes spiritual and academic growth opportunities for the staff and students



# BEREAN

## ACADEMY

- Oversees the Elementary chapel program and coordinates speakers with the Berean Academy Director of Spiritual Life
- Encourages a Christian community for teachers and students
- Encourage elementary teachers to provide classrooms that reflect a professional and Christian environment
- Is available when Elementary teachers need help and support in their curriculum, teaching techniques, or methods
- Provides weekly communication with parents and students
- Responds to emails or phone calls in a timely fashion
- Keeps the Head of School informed about the Elementary program
- **Supervision**
  - Provides responsible leadership of the Elementary program
  - Assists in the selection, retention, and evaluation (monthly and annually) of all Elementary staff
  - Provides annual written evaluations of Elementary faculty
  - Provides supervision for lunch times for Elementary students
  - Maintains proper discipline in the Elementary program
  - Enforces the Elementary dress code
  - Attends and supervises all chapels, activity periods, and school functions where Elementary students are involved
  - Provides for the appropriate delegation of responsibilities and authority within the Elementary program
  - Provides leadership in planning and producing the master schedule
- **Personnel Administration**
  - Demonstrates and practices strong social and problem-solving skills
  - Respect professional confidentiality
  - Treats all personnel fairly without favoritism or discrimination, while holding teachers accountable for performance of assigned duties
  - Maintains a high standard of ethics, integrity, and honesty in all personal and professional matters
  - Is an enthusiastic encourager and a self-starter with a high energy level
  - Meets everyday stress with optimism, objectivity, and emotional stability
  - Reflects courtesy and patience in dealing with others
  - Is a strong communicator, both in speech and writing
  - Is open to new ideas and concepts in education- Is a life-long learner
  - Attempts to understand and appreciate the community and culture of the school
  - Willingly and respectfully submits to the constituted authority

### **Qualifications:**

- Demonstrates a servant's heart
- Views work as a ministry and not just a "job"
- Demonstrates humility and a teachable spirit
- Relates well to students, parents, board members, and co-workers
- Is professionally qualified as an administrator and certified (or able to obtain certification) by ACSI



### **Requirements**

- A verbal, written and visible testimony of faith in Jesus Christ as Savior and Lord
- Regular attendance at a protestant evangelical church that upholds the Bible as holy, inspired by God, and inerrant
- In agreement with the Berean Doctrinal Statement, Statement on Marriage, Gender, & Sexuality, and the Role Model Policy
- The ability to pass a mandatory background check
- Understands and applies biblical principles in the operation of the school