



Rainier Christian Schools Principal, Maple Valley Elementary

JOB DESCRIPTION The elementary Principal provides spiritual and instructional leadership for grades K-6. As a building leader, the principal is responsible for every aspect of the campus including the safety and welfare of students and staff. Principals establish and maintain a positive Christlike atmosphere across informal and formal interactions with students, families, and staff. The Principal reports to the President.

Essential Skills

A. PERSONAL

- Demonstrates an enthusiasm for life and learning with a good sense of humor
- Has a genuine love for children
- Possesses a high energy level, personal stamina, and a willingness to work hard
- Possesses sound organizational skills and practices
- Uses academic English in written and oral communication; speaks with clear articulation
- Demonstrates the character qualities of courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meets everyday stress with emotional stability, objectivity, and optimism
- Maintains a personal appearance of cleanliness, modesty, good taste, and agreement with school policy
- Submits respectfully and is loyal to constituted authority
- Develops and maintains rapport with students, parents, and staff treating others with respect, friendliness, dignity, consideration, and impartiality

B. LEADERSHIP

- Exhibits the Biblical model of a leader with a servant's heart.
- Possesses leadership capacity to direct the entire ministry and educational functions of the school.
- Loves people, and leads a positive manner.
- Works collaboratively with other adults (faculty, staff, parents and President).
- Systems thinker
- Managerial and organizational skills
- Possesses public speaking and written communication skills
- Exercises tact, diplomacy, and social awareness.

Key Responsibilities

A. **TOTAL PROGRAM** – Provides supervision for the entire school.

- Supervises and evaluates K-6 instructional staff, specialists, and support staff
- Supports existing policy and/or makes recommendations for improved policy outcomes
- Responsible for compliance with all regulatory agencies.
- Plan, with assistance of other administrators, the joint all-school functions
- Seek to maintain the unity of the Spirit while promoting the spiritual growth of the students and staff. (Col. 1:27, 28; 3:16, 17)
- Holds weekly meetings for staff and upholds RCS policies

B. **SPIRITUAL LEADERSHIP** – Develop the spiritual leadership of all those associated with the school (I Tim.2:2).

- Provide spiritual leadership to teachers, parents, and students by example and instruction
- Encourage harmony among the staff.
- Be personally involved in a church.
- Promote the development of a servant's heart among the staff to facilitate ministry to students, staff, and parents.
- Agrees with RCS' Statement of Faith

C. **SUPERVISION OF PERSONNEL** – Responsible for supervision and evaluation of all employees in the performance of their duties, including retention and dismissal.

- Encourages educational growth through teacher certification with the State or ACSI and the pursuing of graduate courses in their appropriate fields
- Provides up to date job descriptions for each position on the staff
- Oversees the effective supervision of programs and personnel
- Encourages continual spiritual growth of each staff member by example and by counsel

D. **PROCUREMENT OF PERSONNEL** – Interview, evaluate, and recommend candidates to be hired.

- Recommends the creation or elimination of staff positions to the President.
- Notifies President of all staff openings.
- Oversees the hiring of all non-administrative staff
- May suspend any support personnel for just cause, including violation of employment agreement, insubordination, incompetence, and/or continued failure to comply with Board policy or administrative rules and regulations.
- May authorize, supervise, and terminate volunteer positions of service in curricular and/or non-curricular areas.
- Communicates the philosophy and practice of Christian education among new and existing employees

E. **CURRICULUM** – Monitors fidelity of implementation across curriculum areas.

- Reviews student achievement results
- Approves all textbooks and supplementary material
- Recommends curriculum changes to the President
- Keeps updated scope and sequence of each subject area and for each staff member
- Oversees the ordering of textbooks

F. SCHOOL BOARD – Responsible for monthly communication to School Board.

- Submit a written summary for each month's regularly scheduled Board meeting
- Attends all Board meetings unless excused by the President
- Facilitate decision-making by providing information about the school and its function.
- Keep the President abreast of finances, enrollment, personnel, and curriculum
- Recommend policies for further development of the school.
- Administer the policies established by the Rainier Christian School Board

G. BUDGET – Oversee the preparation of an annual budget for approval by the Board.

- Works with teachers, and support staff to develop budget projections.
- Supervise the daily operation of the school and disbursement of the approved annual budget
- Works with the Business Services to see that the accounting system is organized in satisfactory manner.

H. ENROLLMENT GROWTH – Collaborates with President on growing enrollment

- Develops new ideas to attract families
- Maintains current admission materials for prospective families and tours
- Evaluates current practices against enrollment trend data
- Promotes the school and raise the communities level of awareness
- Keep open lines of communication with area churches
- Maintains an entrepreneurial stance and robust public relations skills

I. STUDENT ADMISSION – Oversees the admissions process.

- The Principal is the final voice for acceptance or rejection of any student.

J. PHYSICAL PLANT – Responsible for the creation of an environment conducive to a clean, maintained, and safe campus.

- Recommends to the President with respect to major repairs or new facilities needed.

K. MISCELLANEOUS – Duties as assigned by President deemed necessary to the effective and efficient operation of the school.

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