



Administrator/Principal Job Description

Description

The Administrator/Principal is the overseer of the school spiritually, educationally, and administratively. He or she is the chief school supervisor, serving under the authority of the School Board and to whom all school staff is accountable. The School Board delegates the administration and supervision of the school's educational activities to the Administrator/ Principal, who then carries them out in accordance with Crosspoint Christian School's statement of faith, bylaws, and policies. The Administrator/Principal shall carry out the purpose of the school, which is to equip young people for a Christ-centered life through a Biblically focused education. He/she will also provide our students with the highest quality of academic and spiritual instruction in every classroom and school activity.

Appointment

The school board selects the administrator / principal.

Qualifications

Spiritual:

- The Administrator/Principal shall be one who has received Jesus Christ as Savior and Lord and has a personal, growing relationship with Him. They shall have a conviction that God has called him/her to Christian school administration.
- He/she shall be a person of spiritual maturity with academic and leadership abilities that will allow him/her to lead and guide the students and the staff with knowledge, wisdom, and a godly example.
- Actively participate in a local Bible-believing church.
- Evidence the fruit of the Spirit in dealing with people.

Professional:

- A well-grounded philosophy of Christian education
- An understanding of the physical and emotional development of the school-age child
- Knowledge of operating all aspects of a school successfully
- Knowledge of the requirements to prepare students for post-high school success
- Positive qualities of supervision and leadership
- The ability to prepare and oversee the annual budget; the ability to oversee all business of the school; the ability to work within the constraints of the budget
- The ability and character qualities necessary to work as part of a team with the Board, faculty, staff, and parents
- Knowledge and experience with curriculum and classroom management at the elementary and secondary levels

Personal:

- A love for children of all ages
- The desire for success not only for him/herself, but for all aspects of Crosspoint Christian

School

- The character necessary to be a godly role model for the students, faculty, staff, and parents
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
- Meet everyday stress with emotional stability, objectivity, faith, and optimism.

Experience:

- Five years of successful classroom teaching
- Educational administrative experience working with a board and staff
- Great organizational and time management skills.
- Advanced technology skills (proficient in MS Excel, MS Word, Database Management, and Internet skills)
- Strong written and verbal communication skills

Education:

- Standard teaching qualifications
- Master's degree in the area of administration (or working toward professional development in the area of administration)

Relationship Oriented

Leadership effectiveness requires a mix of knowledge skills and character qualities in dealing with people. A competent administrator/principal will (1) **Build Relationships**, (2) **Lead People**, and (3) **Drive Results**

Building Relationships

- **Self-Aware:** Sensitive to how actions, comments and tone are perceived by staff, Board, faculty, parents and students. Emotional stability in the face of challenging circumstances
- **Communicates well:** An effective listener whose speech and writing are professional and articulate.
- **Culturally Competent:** Considerate of cultural diversity
- **An encourager:** Generally affirming of staff, offering emotional support of encouragement
- **A love for children of all ages**
- **Gives prompt attention to all complaints and concerns**

Leading People

- **Casts vision:** Envisions staff with a positive future for the school
- **Team Builds:** Empowers staff to work in teams with clear delegation of roles and accountabilities. Plans and oversees Parent Association meetings to encourage unity and forward direction of school
- **Develops others:** Identifies and develops staff leadership talents

Drives Results

- **Challenges the process:** Encourages ideas for improvement
- **Makes decisions:** Makes effective decisions that are communicated well and in the appropriate timing
- **Performance Reviews:** Done in a timely manner in a way that effectively encourages growth

- **Planning and Execution:** Follows through for clear outcomes by making resources available, expecting accountable results and reviewing milestones

Strategic Competencies

Effective school leadership requires knowledge in multiple areas including (1) **Instructional Leadership**, (2) **Advancement Leadership**, and (3) **Operational Leadership** and a well grounded philosophy of Christian education.

Instructional Leadership

- **Curriculum:** Empowers a competent team to lead staff for the development of curriculum knowledge and successful implementation. Leads out in regular assessment of effectiveness of curriculum in academically equipping students for influence in various spheres of society at both elementary and secondary levels
 - Ensures that annual standardized testing is performed
 - Oversees and, when necessary, carries out disciplinary actions, including the administration of detentions and suspensions
- **Professional Development:** Encourages and resources staff to develop their instructional skills. Encourages teachers to be active participants in their local church bodies.
 - Collects and reviews faculty lesson plans regularly
 - Visits each classroom to conduct one informal observation of each teacher each semester
 - Coordinates two official written evaluations of all teachers each year
 - Conducts regular faculty meetings
 - Meets regularly with and oversees the activities of head teachers and /or departmental chairpersons
 - Maintains a list of, supervises and encourages Board approved substitute teachers
 - Provides support of teachers and faculty in parent/teacher meetings as needed
- **Use of Technology:** An advocate for the provision of relevant technology for both school administration and instructional usage
- **Spiritual Formation:** Drives the integration of spiritual formation activities for staff and students
- **Student Development:** Drives the timetable for non-academic activities such as student leadership development, visual and performing arts, athletics and student ministry (missions, service projects, societies, etc). Coordinates and supervises chaperones for school-sponsored events. Organizes and supervises academic awards ceremonies and graduations

School Advancement

- **Face of the School:** Effective as external face for the school in terms of representing school to local churches, civic organizations and educational communities.
 - Available to meet with parents and other interested individuals.
 - Maintains a physical presence with the students by attending and , when possible, participating in school chapels, assemblies, athletic events, and other presentations

- **Marketing:** Drives effective marketing strategies. Oversees the development of all publications, including newsletters, admissions materials, brochures and website. Supervises the maintenance of an up-to-date family/alumni contact list
- **Enrollment:** Prioritizes enrollment by committing energy and resources to student recruitment and retention and oversees a well administered admission processes
- **Fund Development:** Promotes an awareness of and oversees implementation of on-going fund development. Works with parent groups in sponsoring worthy school projects
- **Association:** Maintains awareness of state academic standards and uses them as a minimum guide. Knows requirements and procedures for accreditation with a Christian or non-public school organizations (i.e. ACSI). Aware of legal requirements placed upon private schools by local, county, state and federal agencies. Leads school involvement in the national movement for the equipment of young people to positively impact every sphere of society for Christ

Operational Leadership

- **Administrative:** Serves as liaison between the school board and personnel, working toward a high degree of understanding and respect between staff and Board.
 - Keeps Board informed of finances, enrollment, personnel, and curriculum.
 - Serves as an ex-officio member of all standing and temporary committees.
 - Maintains job descriptions for non-professional staff and volunteer positions.
 - Attends all regular and special board and associations meetings.
 - Administers policies as established by the Board and approved by parent association.
 - Ensures that all records- business, personnel, and student – are adequate, accurate and administered legally.
 - Ensures that all cumulative grade reports are complete and current.
- **Financial:** Enables a collaborative process for drafting the annual budget and a practical system for staff expenditure. Maintains communication with school accountant, being aware of accounting projections and income. Presents purchases outside the parameters of the school budget to the board for approval.
- **Facilities:** Engaged with staff concerning facility needs. While utilizing other structures not owned by CCS, communicates and collaborates with proprietors effectively and to the benefit of both parties when applicable. Maintains summer office hours (on campus) as agreed upon by the board
- **HR:** Conducts HR matters such as salary, leave and working hours in a fair and consistent manner. Manages personnel affairs including securing staff, developing contracts, answering questions related to salaries and benefits, and recommending continuance, dismissal, or discipline of staff
- **Technology and Security:** Oversees general technology and security needs of the school
- **Communications:** Oversees effective communication within school between Board, teachers, parents and students. Publishes weekly communication update to association families (Chronicle)