

**Christian Heritage School**  
Job Description – Lower School Principal

<b>DEPARTMENT</b>	Administration
<b>REPORTS TO</b>	Head of School
<b>DIRECT REPORTS</b>	LS Faculty, Educational Assistants, Director of Student Academic Services, Director of Kingsmen Kids, School Counselor & Administrative Assistant
<b>CLASSIFICATION</b>	Exempt
<b>JD REVISED</b>	February 2022

**Job Summary**

The Lower School Principal works to administer programs and supervise the staff of the Lower School. The Lower School Principal develops curricula, assesses teaching methods, monitors student achievement, develops assessment tools, encourages parent involvement, revises policies and procedures, administers the Lower School budget, hires, evaluates and retains staff. The Lower School Principal is responsible for ensuring that the Lower School runs smoothly, remains safe, and provides an excellent learning environment for students. This includes maintaining a positive work culture, casting vision, providing professional development to Lower School faculty/staff, making connections with current and prospective families, and building relationships with students.

**Supervision**

- Conduct and/or supervise the evaluation and observation process for all Lower School faculty/staff members.
- Provide support with Tier 1 interventions to teachers when needed.
- Ensure that classroom culture reflects a professional and Christian environment.
- Oversee communication of pertinent information regarding the Lower School to the school community including parents, teachers, and students.
- Coordinate and supervise the parent-teacher conferences in the elementary program.
- Meet regularly with elementary teachers to ensure that best practices are being implemented throughout instruction.
- Help with the revision of the parent/student handbooks, employee handbooks, substitute teacher handbooks, and other such items.
- Coordinate annual end-of-year inventory of textbooks, furniture, equipment, and other items for all elementary classrooms, and keep adequate records of same.
- Make objective recommendations, with adequate supporting data, to the Head of School regarding cases of assignment, transfer, promotion, demotion, nonrenewal of contract, or dismissal.

**Professional Development**

- Conduct divisional meetings as needed.
- Encourage off-site professional development opportunities.
- Prepare and implement professional development plan for the Lower School faculty/staff.
- Provide feedback and direction to teachers in the areas of planning, instruction, and student assessment.
- Provide faculty/staff with resources on best practices, differentiation of curriculum, and incorporating a Christian World View into their curriculum and instruction.
- Remain informed of major trends in education in general and Christian education through reading, conferences, and connections with other elementary principals and educators.

**Curriculum Development**

- Provide direction in the selection, development and utilization of curriculum, instructional materials, and educational resources.
- Implement a review cycle of current curriculum, one subject area per year, which results in either a continuation of the current curriculum or a recommendation for the purchase of new curriculum.

- Review curriculum through the lens of differentiation. Provide additional resources to support differentiation when needed.

### **Discipline**

- Assist teachers in holding students to Biblical standards for behavior.
- Determine appropriate consequences when warranted, per the Lower School Handbook.
- If warranted, recommend expulsions to the Head of School.
- Administer policy for promotion or retention of students in the Lower School.

### **Personnel**

- Inform Head of School of potential personnel needs.
- Oversee recruitment and retention of all Lower School personnel.

### **Assessment**

- Oversee the Lower School assessment program in the areas of assessment selection, scheduling, implementing, and data review.

### **Admissions**

- Review student applications to determine student acceptance for admission to CHS.
- In conjunction with the Director of Admissions, make decisions that are in the best interest of each grade level, utilizing faculty input as needed.
- In conjunction with the Director of Admissions, regularly review the admissions policies and prospective student files.

### **Scheduling**

- Schedule specials in art, music, physical education, library, computer science, and Spanish for Lower School classes.
- Review teacher schedules to account for correct time allotment per subject area.
- In coordination with the Director of Student Academic Services (SAS), supervise the implementation of academic services.

### **Finance**

- Aid in the preparation of the annual budget as it relates to the Lower School.
- Manage the Lower School budget, periodically reporting to the Director of Finance.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a clerical, office setting. This role uses standard office equipment such as computers, phones, copy/scanning machines, and filing cabinets.

### **Physical Demands**

Maintain emotional control under stress. Ability to operate a motor vehicle for occasional travel for off-site meetings. Moderate physical effort required; frequently seated with freedom of movement. Mobility through the school is required. Normal lifting, carrying, reaching, pushing and pulling. Visual activity requiring close attention to paperwork and use of computer keyboard.

### **Position Type and Expected Hours of Work**

This is a full-time position, and typical work hours are Monday through Friday, 40 hours weekly. Frequent prolonged and irregular hours due to meetings and school events.

## Education, Experience & Skills Qualifications

### Education

- Master's Degree in Educational Administration or related field.

### Experience

- A minimum of three years of professional level experience in an educational setting.
- A minimum of two – five years classroom teaching experience.
- Working knowledge of classroom management, best practices, and strategies, as well as the understanding of diverse student learning styles and needs is required
- Experience with Microsoft Office (Word, PowerPoint, Excel), Google's G Suite and related programs.

### Skills and Training

- Advanced oral and written communication skills
- Classroom experience necessary
- Knowledge of curriculum and curriculum mapping
- Knowledge of instructional practices, including differentiation
- Interpersonal relations skills
- Advanced leadership skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Knowledge of data analysis, budgeting and accounting, special education laws
- Be a self-driven, critical thinker and committed team player to help CHS fulfill our mission!

*This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

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EMPLOYEE NAME

SIGNATURE

DATE