

Valley Christian School

JH /HS Principal Job Description

Reports to the Head of School

Job Summary:

The JH/HS Principal will provide leadership and oversight for all aspects of educational life in the Valley Christian JH/HS School (Grades 7-12). 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 VCS.

I. Responsibilities:

1. Provide leadership and oversight for all aspects of educational life.
2. Build Godly, effective relationships with teachers, students, and parents.
3. Uphold Biblical principles when dealing with students, teachers, and parents.
4. Establish and maintain an effective learning climate in the school.
5. Possess a Biblical understanding of education and how that applies to the Christian school today.
6. Monitor student progress (academic, social, physical, and spiritual) and utilize the information to evaluate the effectiveness of the total school program. Upgrade/change the program if necessary, as a result of this evaluation.
7. Oversee the distribution of all progress reports and report cards.
8. Provide an atmosphere of open communication and positive relationships between students, staff, faculty, parents, and administrators, helping to resolve conflicts at the source.
9. 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.
10. Observe in the classrooms on a weekly, if not daily, basis.
11. Actively promotes and participates in school activities.
12. Work closely with the Elementary Principal to share with and implement best practices and encourage unity between campuses.
13. Study current trends in Christian and secular education to ensure the highest quality of education for students.
14. Assist teachers in any areas with which they need help.
15. Be prepared to substitute in a class when absolutely necessary.
16. Be available to parents, teachers, other administrators, and the Head of School.
17. Pray with families, students, faculty, and staff.
18. Come early and stay late as necessary.
19. Submit and monitor annual JH/HS budget.
20. Evaluate all JH/HS faculty and staff in order to make recommendations for retention or dismissal.
21. Perform interviews and reference checks for all new JH/HS hires.

22. Provide input and recommendations for administrative and managerial functions in the school.
23. Schedule appropriate devotional, committee, and faculty meetings.
24. Participate in school-wide committee and administrator meetings.
25. Create and maintain the school calendar, staying within the state guidelines.
26. Create the school schedule.
27. Oversee the ACSI and OPI certifications for all JH/HS faculty and staff.
28. Oversee the Curriculum department. Be a part of the textbook selection committee.
29. Contribute to the general improvement of VCS.
30. Be a Christian role model in attitude, in speech, and in actions toward others.
31. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
32. Demonstrate a positive attitude toward all situations and relationships.
33. Communicate with parents and students consistently and in accordance with all policies of VCS.
34. Demonstrate active listening engagement and empathy during meetings with parents and students.
35. Meet everyday stress with emotional stability, objectivity, and optimism.
36. Exercise friendliness and consideration, treating students without partiality.
37. Maintain confidentiality regarding all school matters.
38. Maintain a personal appearance that is a role model of cleanliness, modesty, and good taste.
39. Use grammatically correct English in all written and oral communication, including electronic communication. Speak with clear articulation.
40. Represent the school in a favorable and professional manner to its constituency and the general public.
41. Oversee the winners of the Trever Olson award, the Caleb Award, and the VAL/SAL.
42. Organize Senior Graduation, 8th Grade Recognition, and the Senior Retreat.
43. Perform other duties assigned by the Head of School.

II. Requirements

1. Must agree, sign, and abide by the Ministry of Teaching Document
2. Excellent organization, communication, and leadership skills
3. Required:
 - a. Educational Leadership/Principal Degree
 - b. Must have a Montana educator's license with a principal endorsement
4. Highly preferred:
 - a. A bachelor's degree in JH/HS education
 - b. 10 or more years of teaching experience
 - c. Experience in a Christian school and commitment to excellence
5. Proficient in Word, Excel, PowerPoint, Online Mail (Outlook, Gmail, etc.), and skilled at the Internet
6. Knowledge and prior application of current information, theory, and research in education, including a commitment to evaluation and incorporation of innovative methodologies and curriculum
7. Valid First Aid/CPR card

8. Professional appearance and demeanor to publicly represent VCS at required school functions.

III. Physical Demands:

1. Be able to sit or stand for long stretches of time.
2. Be able to speak and interact with students in a coherent manner.
3. Be able to look at a computer for periods of time.
4. Must be able to lift/carry up to 25 pounds, although 50 pounds is preferable.

IV. Evaluation:

1. Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of administrative personnel.
2. Job performances will be completed at a minimum of twice per year.

Mission Statement: Valley Christian School exists to partner with Christian families who desire educational excellence, taught through a Biblical worldview, so their children will be prepared for a lifetime of authentic faithfulness and service to Jesus Christ.

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