

Principal Job Description

Qualifications

- A. Personal commitment to Jesus Christ and solid understanding of the Word of God.
- B. Understanding of the philosophy of Christian education.
- C. Experience in administration or teaching.
- D. Understanding of the nature and needs of students in the early childhood, elementary school, and middle school years.
- E. Possession of a Master's Degree in Education and or significant experience in education.
- F. An ability to work with others and generate leadership for the faculty and students.
- G. Competence in the supervision of teaching-learning process.

Responsibilities

As the chief administrator of Worthington Christian School, the principal has responsibility for the total operation of the school. While some of those responsibilities are shared with other staff members, the principal is responsible to the headmaster for all matters pertaining to the school, including the following:

- A. Plan, implement and supervise in conjunction with the school faculty, a comprehensive educational program to meet the educational needs of the students.
- B. Plan, implement and supervise, in conjunction with the faculty, a spiritual awareness program designed to augment and amplify the spiritual development efforts of the home and church.
- C. Plan, implement and supervise, in conjunction with the faculty, an appropriate student activity and extra-curricular program.
- D. Plan, implement and supervise, in conjunction with the staff, a comprehensive and consistent program of student conduct, including procedures for student discipline.
- E. Direct and evaluate the work and activities of all curricular and extracurricular personnel.
- F. Establish and monitor, in conjunction with the school board, a consistent and effective process of curriculum review and evaluation.
- G. Establish a consistent and effective process of teacher supervision and evaluation.
- H. Plan and make recommendations regarding the annual budget for the school.
- I. Ensure good communication between the home and the school through general meetings, written communication, and personal contacts.
- J. Be responsible in school discipline including establishing clear expectations, ensuring fair and consistent application of policies, and fostering a safe and supportive learning environment. This includes documenting discipline incidents, collaborating with teachers, and, when necessary, implementing appropriate disciplinary actions like suspensions or referrals to other support systems.

Interested applicants: Please visit www.worthingtonchristianschool.org/employment to download the application. Submit your completed application, resume, and cover letter to office@mnwcs.org.