

**Hollandale Christian School  
Interim Principal (K–8)  
Job Description**

**Mission**

Hollandale Christian School exists to provide a Bible-based, Christ-centered education that develops academically prepared young people who embrace Christ's call to transform the world.

**Position Overview**

Hollandale Christian School is seeking a Christ-centered Interim Principal to provide leadership, stability, and day-to-day oversight during a medical leave. The Interim Principal will focus on keeping the school running smoothly while providing leadership and consistency for students and staff.

**Reports To**

School Board

**Key Responsibilities**

***Leadership & Administration***

- Provide clear, steady leadership for faculty, staff, and students
- Oversee daily school operations and ensure continuity of procedures
- Serve as a visible and accessible presence within the school community

***Staff Support***

- Support, supervise, and encourage faculty and staff
- Coordinate substitute teachers as needed
- Assist with staff communication and faculty meetings

***Students & Families***

- Support student discipline and well-being
- Communicate clearly and professionally with parents
- Uphold a safe, caring, Christ-centered school environment

***Academic Oversight***

- Ensure instructional continuity and curriculum alignment
- Support teachers in lesson planning and classroom instruction

***Board Collaboration***

- Attend board meetings and provide regular updates
- Work collaboratively with the board during this interim period

**Qualifications**

- A personal faith in Jesus Christ and agreement with the HCS Statement of Faith
- Previous experience in school leadership or administration preferred
- Strong organizational, relational, and communication skills
- Ability to lead calmly, faithfully, and collaboratively