

Hollandale Christian School
Job Description
of Principal

Job Goal: The operation and ongoing development of Hollandale Christian School in all its facets, with academic, spiritual, physical, social and fiscal soundness, and with consistent adherence to the Christian faith as summarized by the Hollandale Christian School constitution.

Reports to: School Board

Duties and Responsibilities

I. Curriculum and Instructional Improvement

- a. Oversee the instructional programs of the Hollandale Christian School. Assist in the direction and supervision of activities of the staff.
- b. Inform the faculty of the school's educational philosophy and all policies of the Society's Constitution.
- c. Work with the education committee to evaluate and revise curriculum content.
- d. Promote and carry out in-service programs for new and returning faculty.
- e. Collect, evaluate and file teacher lesson plans.

II. Personnel

- a. Assist the Board in recruiting, screening, selecting and recommending to the education committee individuals qualified as skilled Christian teachers.
- b. Provide effective leadership for faculty and staff, encouraging participation in the decision-making process, motivating, teaching, evaluating, developing and correcting as appropriate.
- c. Supervise and evaluate teachers.
- d. Maintain a level of morale conducive to effective teaching and learning.
- e. Assign teachers specific duties.
- f. Organize the staff in providing a prescribed course of study for students.
- g. Promote the professional advancement of the staff and interpret staff needs to the superintendent.
- h. Assign mentors for new teachers.
- i. Supervise all clerical and custodial personnel.
- j. Responsible for all volunteers in the school.
- k. Supervise hot lunch program to ensure standards of cleanliness are maintained.

III. Students

- a. Handle discipline problems referred by teachers.
- b. Assist in the administration of student testing, evaluation, communication, and discussion.
- c. Supervise the instructional process, individual scheduling and master scheduling.

IV. Financial and Business Management

- a. Assist the board with the fiscal year budget planning process.
- b. Initiate approval of all requisitions for supplies, equipment and material necessary for the operation of the school.
- c. Establish priorities for budget allocations with input from the staff.
- d. Coordinate the expenditures with approval of the board.

V. School Building, Equipment and Instructional Materials

- a. Anticipate school building usage and needs.
- b. Work with the janitorial staff to promote a clean and well-maintained building and to implement energy conservation measures as needed.
- c. Assume responsibility for security and student safety within the building; develop procedures designed to protect and enhance safety of student, staff and faculty and to promote the security of property and equipment.

VI. Organization and Administration

- a. Attend board meetings, serve as a voting member of the education committee, and on other committees as the board may designate.
- b. Submit a monthly report of progress to the board.
- c. Interview prospective students and their families with the board.
- d. Plan and lead faculty meetings. Provide weekly faculty bulletins.
- e. Coordinate and approve academic field trips.
- f. Develop class lists and supervise student attendance.
- g. Oversee the regular reporting of grades and other pertinent academic information to students and parents.
- h. Coordinate substitute teachers.
- i. Review and update a student/parent handbook outlining the standard procedures for the day-to-day operation of school.
- j. Provide and maintain adequate student records to assure all local, state and federal requirements are met.
- k. Provide for the health, safety and welfare of students at all times.
- l. Assume the responsibility of communications to students and faculty.
- m. Actively listen and be sensitive to the spiritual, financial and educational concerns of the Hollandale Christian School families.
- n. Be available and visible to students, parents, faculty and the Christian evangelical community at large.
- o. Personally control activities involving student/parent, orientations, suspensions and student progress reports.
- p. Take an active interest in all extra-curricular activities and provide for their supervision.
- q. Perform other duties as assigned by the board.
- r. Responsible for coordination of all Chapels.
- s. Will take ownership of the new parent interview and registration process.

Work Policies

I. Work Year

- a. The principal's contract year shall ordinarily be July 1 through June 30.
- b. The principal's work year shall be 48 weeks.
- c. All off-time will be scheduled and approved by the Board.
- d. Off-time will not ordinarily be taken when school is in session.
- e. Under ordinary circumstances, the principal shall be annually evaluated by the Board with a report to the Executive Committee and offered a contract by Board action not later than January 15 for the ensuing academic year.

II. Salary and Benefits

- a. The amount of the principal's salary is based on years of administrative experience and educational training. (\$75-80K)
- b. All special items and benefits of the teachers' salary schedule are included in the base pay of the principal where applicable.

III. Travel Expenses

The principal will be reimbursed for travel expenses incurred in connection with the performance of his duties with prior approval of the superintendent and/or the Board if this expense is above that normally budgeted for such travel.