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<b>Job Title:</b>	Elementary Principal
<b>Department:</b>	Administration
<b>Supervisor:</b>	Head of School
<b>Job Type:</b>	10 Month; 225 days
<b>Classification:</b>	Exempt
<b>Supervisory Role:</b>	Yes

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## Job Summary

The Dayton Christian Elementary School (DCES) Principal will ensure continual improvement of the DCES' academic, spiritual, cultural, and behavioral aspects in alignment with Dayton Christian School (DCS) policies and procedures. This individual will serve as a member of the Academic Council.

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## Essential Job Functions

- Serves as the DCES spiritual leader for faculty, staff, and students, including outreach and service to others.
- Cultivates partnerships with DCES parents in supporting educational, spiritual, and behavior programs designed to further encourage the learning environment.
- Serves as a DCES academic leader. The DCES Principal will implement a plan for faculty collaborative learning teams designated by subject to ensure complete academic alignment with the State of Ohio, Association of Christian Schools International (ACSI), other credentialing bodies, and school policy in conjunction with the Director of Curriculum and Instruction (DCI).
- In conjunction with the Academic Council, analyzes and uses data to improve educational outcomes, create faculty development initiatives, and enhance student success within the DCES and across the DCS educational continuum.
- Provides leadership to faculty by developing instructional modifications that enhance student learning and improve academic performance.
- Oversees the development and maintenance of the student master schedule outlining specific teaching assignments in conjunction with all Principals.
- In conjunction with the Dean of Students (DOS) and the appropriate level of parental involvement, DCES student discipline procedures in accordance with the mission and values of DCS.
- Maintains direct and open communication with the students and families of DCES, keeping the Head of School informed of programs, activities, and areas of concern.
- Assists in recruitment efforts and the hiring process for DCES faculty and staff positions.
- Conducts DCES faculty and staff evaluations, including classroom observation, using the DCS evaluation systems (such as eWalk) as a tool.

- Supports collaboration between the special education department and teachers, parents, and students.
- Collaborates with the Admissions Office to design and implement new student orientation programs as well as other admissions events throughout the year.
- Interviews families and students for potential enrollment.
- Coordinates and manages co-curricular and extra-curricular DCES activities with the DCES Leadership Team
- Oversees annual reviews of the Parent and Student Handbook and makes sure school policies are implemented.
- Collaborates with the leadership team to identify a professional development plan based on DCES faculty and staff needs. Ensure that all professional development has been preapproved for continuing educational units (CEUs).
- Collaborates with all Principals and Academic Counsel to ensure academic standards support student success for all DCS students as they transition to PreK, ES, MS, and HS. Ensures vertical alignment of subjects from one grade to the next and cohesively from K-12th grades.
- Assists in facilitating orientation for new and returning DCES faculty and staff.
- Conducts staff meetings, leads weekly devotions, oversees DCES chapels, and attends spiritual life meetings.
- Monitors student attendance and academic concerns and establishes a clear process to address high-risk students.
- Maintains accurate accounting for allocated budget. Monitors expenditures of funds, requisition materials, equipment, and supplies.
- Provides newsletters to parents, ensuring communication is throughout DCES.
- Performs other duties as assigned by the HOS.

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## Core Competencies

- **Adaptability & Accountability:** Adapts to changes in the work environment, manages competing demands, open to criticism and feedback, changes approach or method to best fit the situation, and takes responsibility for own actions.
- **Analytical Skills:** Synthesizes complex or diverse information, prioritizes projects, and determines best way of meeting deadlines and requirements.
- **Attendance & Punctuality:** Schedules time off in advance, begins working on time, keeps absences within guidelines, ensures work responsibilities are covered when absent, and arrives at meetings and appointments on time.
- **Business Ethics:** Works with integrity and ethically, upholds organizational values, and abides by written policies.
- **Compliance:** Within specified functional area of authority, is personally accountable to understand and ensure regulatory and policy compliance with state and federal requirements in accordance with their respective job duties and responsibilities.
- **Judgment:** Displays willingness to make decisions timely, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process, and takes responsibility for communication including what is heard.
- **Organization:** Maintains clean, functional workspace, continuous workflow to meet daily/weekly/monthly deadlines.

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- **Teamwork / Morale:** Treats others with professionalism, gives and welcomes feedback, inspires the trust of others, displays a solution-driven mindset, offers assistance and support to co-workers consistent with this role, works cooperatively and collaboratively in group situations. Engages consistently in professional behavior.

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## Other Duties

- Attend staff, departmental, and other required meetings and trainings.
- Other duties as assigned.

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## Qualifications, Experience, and Education

- Born again believer with an active personal relationship with the Lord Jesus Christ; demonstrated commitment to a Christ-centered lifestyle as outlined in the DCS Handbook
- Strong spiritual leader who, in conjunction with HOS, sets the spiritual tone for DCES.
- Maintains an outstanding Christian character and witness with spiritual maturity and leadership.
- Bachelor's degree in education and teaching experience required. Master's degree in educational administration preferred
- Possesses ACSI or State Teaching Certificate. Valid Ohio Principal License preferred.
- Minimum of 5 years of teaching experience with an additional two years of administrative experience preferred.
- An advocate for the principles, guidelines, and practices articulated in DCS' value statements, white papers, work agreement, and tenants of the employee, student, and volunteer handbooks.
- Demonstrated ability to successfully navigate learning management systems and computer software programs.
- Possesses excellent verbal and written communication skills with experience navigating difficult conversations while focusing on the goal of resolving conflicts.

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## Qualities and Traits

- Seeking longevity/commitment to DCS and the position.
- Strong decision-maker who actively considers the needs of others in conjunction with DCS' mission, history, and culture.
- Demonstrates a caring heart for people. Builds and maintains effective relationships across the DCS organization.
- Excellent verbal and written communication skills, evidence of ability to provide Christ-centered spiritual leadership, effective listening, and experience navigating difficult conversations while focusing on resolving conflicts.
- Applies the Matthew 18 principle and encourages the staff, students, and families to do the same.

- Ability to work cooperatively with students, staff, parents, and visitors.

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## Working Environment and Physical Requirements

- Ability to interpret, develop, and administer policies, procedures, and regulations.
- Ability to handle grievances, prepare reports, and support the school's academic and spiritual standards.
- Ability to communicate effectively with those who may be experiencing heightened emotions.
- Ability to maintain emotional control under stress while focusing on the immediate needs of those we are privileged to serve.
- Ability to physically respond to emergencies (fire, tornado, intruders, etc.)
- Ability to move about the building, including sitting, standing, climbing stairs, etc.
- Ability to lift or move objects such as boxes of paper, books, or related materials weighing up to 25 lbs.
- Work performed in an office environment.
- Potential for interactions with aggressive, disruptive, or unruly individuals.
- Potential for exposure to bloodborne pathogens and communicable diseases.

*This job description is designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements to clarify the general nature and scope of the stated role as part of the overall organization. The job description does not list all the tasks they might be expected to perform. It does not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed.*

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## Acknowledgment

I, \_\_\_\_\_ (Print Name) understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the Dayton Christian School reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

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Employee Signature

Date

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**Supervisor Signature**

**Date**