



**Title:** Middle School Principal

**FLSA Status:** Exempt; Full-Time, 12-months

**Department:** Middle School

**Reports to:** Head of School

**Supervises:** MS Faculty & Staff

**Summary of Duties:**

Dayton Christian School (DCS) is seeking an experienced educator with a track record of servant leadership and a heart for middle school students. The Dayton Christian Middle School (DCMS) Principal will join our greatest asset, our team of faculty and staff, and become one of the reasons parents choose to educate at Dayton Christian School. Qualified individuals will be able to show understanding of the DCS culture and hold an example of longevity in their work history. We will hire an individual who feels a call to our mission and a commitment to further God's absolute truth.

**Primary Duties include:**

- Serves as the DCMS spiritual leader for faculty, staff, and students, including outreach and service to others.
- Cultivates partnerships with DCMS parents in supporting educational, spiritual, and behavior programs designed to further encourage the learning environment.
- Serves as a DCMS academic leader. The DCMS 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 Chief Academic Officer (CAO).
- In conjunction with the CAO and the Academic Council, analyzes and uses data to improve educational outcomes, create faculty development initiatives, and enhance student success within the DCMS 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, facilitates DCMS student discipline procedures in accordance with the mission and values of DCS.
- Maintains direct and open communication with the students and families of DCMS, keeping the Head of School informed of programs, activities, and areas of concern.
- Assists in recruitment efforts and the hiring process for DCMS faculty and staff positions.
- Conducts DCMS faculty and staff evaluations, including classroom observation, using the DCS evaluation systems (such as eWalk) as a tool.
- 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 DCMS activities with the DCMS Leadership Team

- Oversees annual reviews of the Parent and Student Handbook and makes sure school policies are implemented.
- Oversees the process for substitute assignments, securing substitutes, as needed, for DCMS.
- Collaborates with the Safety and Security Director to conduct tornado, fire, lockdown, and safety drills, ensuring faculty and students are appropriately equipped.
- Collaborates with the leadership team to identify a professional development plan based on DCMS 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-12<sup>th</sup> grades.
- In conjunction with the CAO, assists in facilitating orientation for new and returning DCMS faculty and staff.
- Conducts staff meetings, leads weekly devotions, oversees DCMS 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 DCMS.
- Performs other duties as assigned by the HOS.

### **Position Qualifications**

#### **Required:**

- 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 DCMS.
- Maintains an outstanding Christian character and witness, meeting the qualifications of Titus and I Timothy for 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.

#### **Recommended/Preferred Qualities/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.
- Applies the Matthew 18 principle and encourages the staff, students, and families to do the same.

#### **Physical/Mental 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.

**Environmental Considerations:**

- Work performed in an office environment.
- Potential for interactions with aggressive, disruptive, or unruly individuals.
- Potential for exposure to extreme temperatures.
- Potential for exposure to bloodborne pathogens and communicable diseases.

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date