



Job Title:	PreK-12 Principal	Job Category:	Administrative
Level/Salary Range:	Commensurate with education and experience	Position Type:	Full-time, Exempt Salaried

Applications Accepted By:

Fax or E-mail:

(301) 698-1583 or bamaya@newlifecs.org

Subject Line: PreK-12 Principal Position

Attention: Brenda Amaya

Mail:

Brenda Amaya
 New Life Christian School
 5909 Jefferson Pike
 Frederick, MD 21702

Job Description

Role and Responsibilities

New Life Christian School is looking for a Principal for the 2018/19 school year. The Principal leads the day to day operations of the school and in partnership with the Lead Pastor and Church Council of New Life Church, is responsible for its success. The principal provides spiritual, educational, and administrative leadership to the school. It is this person's responsibility to inspire, lead, and direct all phases of the school's operations, programs, budget, personnel, and environment in accordance with the direction and policies established by the church leadership.

It is expected that the principal will:

Required Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God-our standard for faith and practice.
- Believe and actively support the school's statement of faith (attached).
- Be a Christian role model in attitude, speech, and actions towards others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Actively participate in a local Bible-believing church.

Required Professional Qualities

- Hold a Master's Degree. Master's degree with emphasis in curriculum, leadership and administration is preferred.
- Hold an ACSI standard certificate or willingness to obtain one.
- Possess prior experience with curriculum development.
- Possess prior school leadership/administrative experience including strong organizational and management skills.
- Experience in creating and facilitating professional development for staff.
- Ability to train teachers to integrate biblical truth into all academics with excellence
- Experience with teacher evaluation to enhance student achievement.
- Demonstrate excellent communication and interpersonal skills and good judgment.



- Demonstrate a reasonable level of computer literacy, having a basic proficiency with Microsoft Office products and accessing the Internet.

Essential Job Functions: Accountabilities

Academic Leadership

- Supervise all matters relating to curriculum and instruction at New Life Christian School.
- Serve as primary disciplinarian during the school day.
- Coordinate periodic academic program review and work with the faculty in the review, study and development of curriculum and in the improvement of instruction.

Administrative Leadership

- Recommend hiring and discharge of instructors, teachers and other academic staff.
- Supervise all teachers and staff.
- Responsible to see that all staff are evaluated by their direct reports and are provided guidance for more effective instruction and ministry participation.
- Coordinate professional development activities for teachers with specific regard to increasing academic qualifications and improving teaching skills.

Administrative Communication

- Work to keep the overseeing leadership informed about activities and problems related to the academic program.
- Communicate with the dean of students to identify and resolve student behavior problems.
- Participate in Administrative Committee meetings.
- Provide academic input to student admissions efforts through participation in the Admissions Committee.

Other Responsibilities

- Perform other duties as assigned by the School Overseeing leadership.

Reviewed By:	Pastor Abe Pfeifer	Date:	5/14/18
Approved By:	Pastor Abe Pfeifer	Date:	5/14/18
Last Updated By:	Brenda Amaya	Date/Time:	5/14/18