



Trinity Christian Academy is seeking qualified candidates for the position of Lower Division Principal. The Principal for the Lower Division gives oversight and direction to all programs pertaining to approx. 700 students nursery through 6th grade. This requires oversight in the educational, spiritual, and social affairs of the students as well as the professional growth of more than 35 faculty and staff.

The successful candidate will have a passion for engaging staff and students in an active learning environment that accommodates multiple learning styles and incorporates current technology in their instructional efforts with students.

The ideal candidate will possess the following characteristics:

Characteristics and Qualifications

- Active believer; growing relationship with Christ
- Natural leader; ability to mentor others
- Love of teaching; enthusiastic instructional leader
- Authentic, positive and encouraging
- Warm, engaging, confident
- Visible, accessible, approachable
- Strong written and verbal communication skills
- Advocate for teachers, inspiring, and energetic
- Enthusiastic about student learning and progress
- Problem-solver, Researcher/willingness to consider new ideas, teachable
- Collaborative style of leadership, team player
- Dedicated to professional development of self and others
- Understands the unique characteristics and challenges of a Christian school

Preferred Characteristics and Qualifications

- Previous experience as a principal or division leader
- Advocate for 21st Century pedagogy, Experience with STEM Programs
- A comfortable familiarity with educational technology
- Experience with a range of grade levels
- Graduate degree in education related field
- Working knowledge in brain research/learning theory
- Technologically proficient

Requirements

- Master's degree in education or related field
- Previous experience in school management or leadership of a school faculty
- Shall attend Trinity Baptist Church and subscribe to the statement of Faith



LOWER DIVISION PRINCIPAL JOB DESCRIPTION

I. PRINCIPLE FUNCTION

The Principal for the Lower Division gives oversight to all programs pertaining to nursery through 6th grade. This requires oversight in the educational, spiritual, and social affairs of the students as well as the professional growth of the faculty and staff. Input is also given in the business and financial administration of the school.

II. GENERAL RESPONSIBILITIES

- A. Answerable to the Pastor/President, and the Head of School.
- B. Offer guidance with regard to spiritual issues in the lives of faculty, staff, and students.
- C. Provide leadership with regard to financial issues by coordination and managing the budgets for the Lower Division: i.e. Elementary, Kindergarten, Nursery, Extended Education, and special projects.
- D. Offer direction regarding student issues such as academics, extracurricular, and the establishment and implementation of the discipline policy.
- E. Oversee the general admission into the Lower Division.
- F. Provide leadership with regard to parental issues.
- G. Handle momentary, hourly, and daily issues, which arise and demand prompt professional attention.
- H. Schedule weekly faculty meetings.
- I. Provide oversight of Lower Division Assistant Principal, Kindergarten Principal, Lower Division Administrative Assistant, Attendance Clerk, and Elementary and Kindergarten secretaries.

III. SPECIFIC RESPONSIBILITIES

- A. Training
 - 1. Set agendas and provide direction for all faculty meetings.
 - 2. Organize and/or conduct professional development workshops.

B. Administration

1. Coordinate with the Upper Division Administrator and the Head of School in providing oversight to the entire school program.
2. Evaluate current year budget, make adjustments, and establish a budget for the upcoming year.
3. Oversee all academic and curricular programming and the annual review of curriculum and textbooks with the assistant principal and grade chairmen.
4. Communicate the mission and purpose of TCA to our patrons through student admissions process, interviews, conferences, counseling, and correspondence.
5. Ensure the faculty and staff remain focused on the necessity of spiritual commitment and fervor in the lives of the students.
6. Maintain a general supervision of field trips, including destinations and transportation needs.
7. Coordinate all joint ventures including workshops, in-service, and pre-planning session.
8. Interview and hire new faculty and staff (with Head of School approval).
9. Approve purchase order requests, master calendar requests, and work orders as they pertain to the Lower Division.

C. Planning

1. Cast long-term and short-term vision and goals for the Lower Division.
2. Determine growth in student population and ensure provision for an adequate number and proper scheduling of classes.
3. Direct pre and post planning work for faculty.
4. Plan, conduct, and/or support Lower Division end of the year Kindergarten Graduation and Elementary Awards Ceremony.

D. Supervision

1. Supervise the department heads and budgets for the Lower Division: i.e. Elementary, Kindergarten, Nursery, Extended Education, special projects, the school nurse as well as the secretarial and ancillary staff.
2. Direct a program that includes proper recognition for achievement academically, spiritually, and in areas of Christian character.
3. Oversee entrance testing, achievement testing, and conferences with students and their parents/guardians.

4. Interview and re-contract current faculty and staff.
5. Provide oversight for student academic review to determine the need for summer school or other year-end special enrollment recommendations.
6. Supervise faculty both formally and informally including observation and documentation.
7. Provide guidance to the Beta Club, Patrol, yearbook, library, music/PE, and computer leadership.
8. Work as a first link in the teacher recruitment process.
9. Supervise parent volunteers, any special community speakers, and missionary speakers.
10. Review current faculty for recommendations regarding the offering of contracts.
11. Provide oversight in the documentation and filing of all student and administrative records for the building.
12. Direct, control, and manage student culture and school atmosphere.

E. Ministering

1. Conduct daily prayer/devotional meeting for the Lower Division.
2. Respond to faculty, staff, parent and/or student inquiry both professionally and personally.
3. Provide leadership and supervision to the faculty and staff to ensure they remain focused on the necessity of spiritual commitment in their lives and the lives of their students.