

Kingsway Christian School

Middle School Principal

Position Description

Position Reports To:	Head of School
Provides Services For:	Administration Faculty Staff Families Community
Professional Qualifications:	Classroom teaching experience Master's degree in school administration, or equivalent (MACE Master's in Christian Education) ACSI leadership certification Leadership experience with establishing curriculum and programming STEM and technology implementation experience Collaboration experience with Executive Leadership Team and School Board
Personal Qualifications:	Personal relationship with God through Jesus Christ Evidences spiritual maturity and clear Christian testimony Exhibits fruits of the spirit in actions and speech Shows humility in dealing with others and wisdom with difficult situations Exhibits servant leadership qualities with students, faculty and parents Demonstrates integrity Maintains confidentiality Demonstrates boldness in upholding the mission of KCS
Supervision and evaluation:	A formal evaluation is performed by the Head of School each year
General Description:	The Middle School principal is responsible for all personnel, activities, programs, curriculum, spiritual leadership, and goals for the Middle School 5 th through 8 th grades at Kingsway Christian School.

Relationship to Students

The Middle School Principal will:

- Lead and interact with the Middle School students effectively
- Develop and support a school climate conducive to learning
- Live as a godly role model and promote a strong spiritual foundation for students
- Strive to remain current in literature and methods affecting student learning
- Develop challenging and interesting programming to serve all students

Relationship to Faculty/Staff

The Middle School Principal will:

- Communicate regularly and be available to meet on-going needs of staff
- Hold Middle School teachers accountable for communication with students and parents and performance of their various duties
- Perform both informal and formal evaluations of appropriate staff members
- Serve as a strong instructional leader of the Middle School shepherding staff and serving as facilitator to communication within the department

- Facilitate the revision and development of a strong Middle School program and curriculum
- Interview and recommend prospective teachers
- Lead data evaluations of student progress, curriculum effectiveness and implement revisions
- Lead innovation and implementation of programming and curriculum design at Middle School level
- Develop leadership among staff

Relationship to School Community

The Middle School Principal will:

- Be visible and available to students and parents
- Build positive relationships with members of the school community through regular and effective communication
- Act as part of the KCS Executive Leadership team

Specific responsibilities

- Lead/attend staff devotions
- Attend School Board meetings if needed
- Attend weekly administrative meetings
- Counsel and problem-solve with teachers and parents at the Middle School level
- Assist Middle School Dean with disciplinary situations in the Middle School
- Collaborate with other leaders in planning teachers' meetings and in-services
- Share in leadership of teachers' meetings with the Head of School and Elementary School Principal
- Conduct evaluation of Middle School staff according to school policy
- Interview parents of new Middle School students
- Follow up on non-returning students each year
- Assign all Middle School students to classes based upon teacher recommendations
- Revise and publish the Middle School schedule each year
- Create student and teacher class schedules for each school year
- Assign extra-curricular duties with input from other Executive Team members
- Complete special projects or lead special task forces as assigned by the Head of School
- Assist the Head of School in development/revision of forms, handbooks, and procedures as needed
- Revise the Teacher Handbook, New Teacher Handbook, and Procedures Handbook each year
- Maintain electronic grade book software and applications for student record keeping
- Assist in supervision of athletic events
- Develop and maintain professional relationships with school principals from other area Christian schools
- Assist with electronic communications through website and Student Management System
- Perform other duties as assigned by the Head of School