



Bethel Christian School Principal Job Description

General Description

Job Summary: The Principal is the chief operations officer of the school and, in partnership with the President, is responsible for the educational success of the school. The Principal provides spiritual, educational, and administrative leadership to the school. This person is to inspire, lead, and manage all phases of the school's on-campus school activities with the direction and policies established by the President and Board.

Hired by: President

Responsible to: President

Supervises: All on-campus faculty and staff

Evaluated: An annual written evaluation is provided by the President.

Type of Position: This is a contracted, exempt employee that is paid on a salaried basis.

Required Spiritual Qualities

It is expected that the Principal will:

- Acknowledge Christ as Savior and seek to live their 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).
- Demonstrate a desire for spiritual growth as evidenced by their prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions toward others.
- Portray the fruits of the Spirit in dealing with team members, students, and families.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively attend a local Bible-believing church.

Required Professional Qualities

It is expected that the Principal will:

- Hold a bachelor's degree from an accredited postsecondary institution.
- Hold an ACSI Principal Certificate or be willing to participate in a program to obtain such certificate within a specified time.
- Have a minimum of 7 years of successful administration experience, preferably in a Christian school.

Required Personal Qualities

It is expected that the Principal will:

- Sign and live by the School's **Lifestyle Statement** as a condition for employment and continued employment (attached) in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to help students in developing Christlike character and their God-given talents.
- Be an enthusiastic, visionary, encouraging, self-starter with a passion for the cause.
- Meet everyday stress with emotional stability, objectivity, and optimism.

Essential Job Functions

It is expected that the Principal will:

Spiritual Leadership

- Have a conviction that God has called them to Christian school administration.
- Motivate students to grow in their faith through his/her witness and Christian role modeling.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure the campus work environment is Christian-based, nurturing, wholesome, and loving.
- Lead the staff, students, and school families into a deeper spiritual commitment by example and teaching.
- Work with the President and staff to address the spiritual formation needs of the students.
- Organize and coordinate chapel services.
- Carry out Christ-centered counseling with students and staff.

Academic Leadership

- Lead in such a way that the school's expected student outcomes are thoroughly addressed through educational programs.
- Work with President to establish and, when necessary, revise school curriculum. Hold school staff accountable for meeting the goals of school curriculum.
- Help develop and maintain structure, procedures, personnel, time, and resources for curriculum development.
- Know the requirements and procedures for accreditation and work with President to obtain or maintain school accreditation.
- Work with President to plan for systematic implementation of the major recommendations submitted by the accreditation visiting committee.
- Have knowledge of the physical/emotional development of students and understand the problems they face while growing up.
- Monitor the certification and licensure status of the teachers.
- Ensure that school classrooms reflect a professional and Christian environment.
- Coordinate the annual school testing programs. Help interpret test result data for staff and parents.
- Report the results of standardized testing programs in relation to state and national assessment data which will be understood and useful to the President and Board.
- Lead the school staff in continuous professional development through such activities as new staff orientation, in-service opportunities, continuing education, and teaching demonstrations and training.

- Endeavor to be a resource person when teachers need help with their curriculum planning, teaching techniques or methods, and teacher/student or student/parent relationships.
- Evaluate employees using formal and informal evaluation and hold evaluation conferences for staff members.
- Administer policy for classification, promotion, or retention of students in the school program.

Administrative Leadership

- Accomplish the goals and objectives assigned by President and school policy.
- Meet on a regular basis with teachers to ensure effectiveness of programs and prompt problem resolution.
- Provide leadership in planning of the master schedule.
- Work with President to revise parent/student handbooks, employee handbooks, substitute teacher handbooks, course description catalog, etc.
- Consistently implement school policies.
- In cooperation with the athletic director, plan for adequate supervision of athletic events.
- Maintain a physical presence with the students by attendance at athletic contests, other extracurricular events, and participation in school chapels and assemblies.
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.
- Interview students and parents seeking enrollment.
- Arrange for substitute teachers when needed and assist them in successfully carrying out their responsibilities.
- Organize senior graduation and related activities.
- Coordinate annual end-of-year inventory of textbooks, furniture, equipment, etc.

Personnel

- Implement procedures for the recruitment, orientation, supervision, evaluation, and motivation of personnel.
- Provide input to the President for staff development and in-service programs.
- Annually evaluate the school staff and provide each employee with a written evaluation. Provide appropriate information to the President regarding the evaluations.
- Ensure that all personnel files are current, treated with appropriate confidentiality and adequately safeguarded.
- Make objective recommendations, with adequate supporting data, to the President regarding cases of hiring, assignment, transfer, or dismissal.
- Develop and train a pool of competent substitute teachers and volunteers to ensure continuity of the school program.

Business and Finances

- Provide input to the President for the annual budget.
- Oversee that budgetary items are being properly utilized.

Bethel Christian School

Statement of Faith

1) THE BIBLE - We believe that the Bible is the inspired Word of God, and that it is the only infallible rule of faith and practice. (II Timothy 3:14-16)

2) THE TRINITY - We believe that God is Triune: The Father, Son and Holy Spirit. (2 Corinthians 13:14)

3) THE FALL OF MAN - We believe that man was created in the image of God but that by voluntary disobedience fell from perfection, thereby imputing sinfulness to all human beings. (Romans 5:12)

4) DEITY OF JESUS CHRIST - We believe in the Deity of the Lord Jesus Christ, that He was conceived of the Holy Spirit and born of a virgin. (John and Matthew 1)

5) SALVATION - We believe that the only way to be saved is by faith in the blood sacrifice, death and resurrection of Jesus Christ, the Son of God. This is a gift from God through His grace. (Ephesians 2:8) We believe that, upon sincere repentance and a whole-hearted acceptance of Christ, we are justified before God. We believe that this salvation is eternal and cannot be lost. (John 10:28)

6) CHRISTIAN LIVING - We believe that it is the will of God for believers to walk in progressive sanctification, growing continuously in the faith. (Hebrews 6:1) We believe that the Holy Spirit gives all of us certain spiritual gifts (1 Corinthians 12:1-11), and that we should show spiritual fruit as evidence of our salvation. (Galatians 5:22-25)

7) SECOND COMING OF CHRIST - We believe that the second coming of Christ is personal and imminent. (1 Thessalonians 4:16, 17; Titus 2:11-13)

8) AFTER DEATH - We believe in the bodily resurrection of the dead, both of the just and the unjust; and in the eternal punishment of the lost and the eternal joy of the saved. We believe every person will stand before the judgment seat of Christ to receive eternal life or death. (Revelation 20:11-15; Hebrews 9:27; 2 Corinthians 5:10) We believe that heaven is the glorious eternal home of born-again believers. (John 14:1-3; Revelation 7:15-17) We believe that hell is the place of eternal torment for all who reject Christ as Savior. (2 Thessalonians 1:9)

9) GENDER IDENTITY AND MARRIAGE - We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:24; Leviticus 18:22, 20:13; Romans 1:26-28) We believe that God creates each person as male or female from conception until natural death. These two distinct genders together reflect the image and nature of God (Gen. 1:26-28).

10) DIVERSITY AND EQUALITY - Each student, regardless of race, ethnicity, nationality, gender, or Christian denomination will have access to the opportunities, resources, and support they need to reach their God-given potential. (Revelation 7:9-10)

Bethel Christian School

Team Member Lifestyle Statement

Bethel Christian School is an independent, non-denominational school that's mission is to provide a Christ-centered, high-quality education to students based on Biblical truths that will equip students with the knowledge and skills to serve our Lord and Savior Jesus Christ throughout their adult lives and be Godly examples to others through their character and leadership.

Bethel Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. A team member is expected to demonstrate fruits of the spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with other team members.

The Bethel Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the occupational qualification for team members to be Christian role models, includes, but is not limited to homosexual behavior and/or sexual orientation, bisexuality, polygamy, transgender identity, or any other violation of the unique roles of male and female. (Romans 1:21-27; 1 Corinthians 6:9-20.)

Bethel Christian School believes that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture (Gen 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (Exodus 20:14; Genesis 1:27-28; 2:21-24, Matthew 19:4-9; Mark 10:5-9; Ephesians 5:22-33.)

That to preserve Bethel Christian School's mission and reputation its team members must be born-again Christians, live their lives as Christian role models, and maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Bethel Christian School that each team member will lead a lifestyle where Christlike character is exemplified.