



## Position Profile School Principal

Level: Professional  
Responsible to: Superintendent

Load: Full-time  
Service Period: 12 month

### **Nature and Scope**

To provide the educational leadership necessary to facilitate positive growth in the students of Rosslyn Academy to ensure the development of their God-given gifts for Christ-like service in the world community.

### **Professional Responsibilities**

#### **1. Modeling and Leadership**

- a. Model a personal commitment to Christ and Bible-based Christian living
- b. Seek to inspire others to Christian commitment, faith, and living
- c. Contribute towards and maintain a positive Christian spiritual environment
- d. Exhibit characteristics of being a lifelong learner
- e. Maintain a positive academic environment focused on growth and excellence
- f. Consistently model professionalism
- g. Provide leadership that ensures that all activities of the school are congruent with the school vision and mission
- h. Annually ensure that short and long range goals are established for his/her school and faculty
- i. Assess the needs of his/her school and use data to make decisions and plan for improvement
- j. Consistently demonstrate a knowledge, and use, of effective team-building strategies
- k. Consistently use leadership strategies that empower and motivate faculty, students, and parents

#### **2. Curriculum and Instruction**

- a. Convene a curriculum committee, as assigned by the Superintendent, to develop a scope and sequence of curriculum across grades K-12 in the assigned curricular area, to ensure effectiveness of the curriculum
- b. Convene a curriculum committee, as assigned by the Superintendent, to ensure curriculum development at each grade/course level, establishing the grade/course outcomes
- c. Facilitate the allocation of financial and instructional resources within the school, and ensures the ordering of curricular materials
- d. Empower teachers to use instructional strategies within the classroom that fully support the curriculum and mission of the school
- e. Maintain a visible presence in the learning environment
- f. Actively assist in leading the accreditation process

#### **3. Supervision**

- a. Ensure that the organizational system with its clearly defined lines of authority and responsibility are consistently upheld throughout his/her school
- b. Consistently seek to maintain positive morale among personnel
- c. Assign and supervise academic staff members
- d. Ensure that assigned faculty members are evaluated, and regular classroom visitation is carried out, using both formative and summative evaluation procedures
- e. Ensure that all mid-level personnel in his/her school are evaluated
- f. Work cooperatively with each faculty member, to develop, plan and offer resources for growth and improvement



- g. Provide for effective student discipline and attendance procedures in his/her school

#### **4. Administrative Duties**

- a. Manage his/her school as per Board and Administrative policy in a fair and consistent manner
- b. Develop, with the Superintendent, recommendations for new administrative policies, personnel needs, terms of service, annual budgets, development plans, etc., as needed
- c. Oversee daily operations within his/her school, including preparation of schedules, provision of teacher substitutes, special programming, and allocation of resources
- d. Develop and recommend annual budgets, as assigned, for approval by the budget committee
- e. Oversee operational budgets within his/her school
- f. Work cooperatively with the designated faculty to maintain final oversight of co-curricular, extracurricular and special event programs
- g. Prepare the agenda for and preside over his/her school faculty meetings
- h. Cooperatively work with the Superintendent to develop, maintain and operate a program of inservice training and education for all educational staff in his/her school
- i. Work cooperatively with the Leadership Team to appoint/recommend faculty to the school's standing committees
- j. Supervise record-keeping in his/her school with regard to student grades, student attendance, student discipline, special needs of students, faculty evaluations, and minutes of meetings

#### **5. Communication and Collaboration**

- a. Use appropriate, effective and sensitive communication modes to communicate the school's philosophy, needs, mission and accomplishments to all constituents of his/her school
- b. Ensure effective school-wide communication is occurring between all constituents
- c. Seek and receive input from administration, faculty and staff, students and parents on issues affecting his/her school, according to the established lines of communication
- d. Attend and participate in the Board of Governors meetings as requested
- e. Participate with the other administrators on the Leadership Team
- f. Serve on the Budget and Personnel Committees
- g. Provide consultation for the Admissions Committee, making final decisions as per their request, in the admission of students to his/her school
- h. Be aware of special needs students by participating as a member of the School Resource Team (Principal with special needs supervisory responsibility participates in SRT on a weekly basis)
- i. Appoint and lead a committee of Secondary Department Chairpersons (HS Principal)
- j. Oversee the Guidance Team in matters of grades, counseling, absenteeism and other student issues (HS Principal)
- k. Attend and participate with the Parent Teacher Fellowship
- l. Participate in effective conflict resolution within the school community

#### **6. Professional Development**

- a. Annually submit in writing his/her professional goals to the Superintendent
- b. Participate with faculty and administration in professional development and inservice activities
- c. Annually obtain performance feedback from staff, parents and if applicable students, as part of his/her evaluation procedure
- d. Remain abreast of current developments in technology, learning and administrative theory through active collaboration with other professionals and through reading of professional journals

#### **Professional Qualifications**



1. A personal commitment to Jesus Christ as Savior and Lord
2. Exhibit a continuing sense of God's calling to service at Rosslyn Academy
3. Demonstrate a respect for diversity of culture, religion, and different Christian traditions
4. Demonstrate an appreciation for the diversity of the body of Christ
5. Possess a minimum of a Master's degree in education from a US accredited tertiary body
6. Hold a valid teaching and subsequent administrative certificate from an authorized governmental agency/or the Association of Christian Schools International
7. Show evidence of recent professional growth
8. Give evidence of previous successful teaching experience
9. Demonstrate knowledge and understanding of child development, curriculum development and program evaluation, effective instructional strategies, learning assessment and diagnosis, and research related to learning
10. Demonstrate the ability to communicate effectively in English, both orally and in writing
11. Demonstrate the ability to use technology for word processing, data management and telecommunications
12. Demonstrate a life congruent with the Basic Tenets of Rosslyn Academy
13. Previous international travel and/or administrative experience is preferred