



EVANGEL CLASSICAL
CHRISTIAN SCHOOL

SOLI DEO GLORIA

ECCS Head of School/ Logic and Rhetoric Principal Job Description

GENERAL DESCRIPTION

Position: The head of school shall prayerfully provide leadership and vision to the school to create an atmosphere conducive to student learning at the highest possible level appropriate to each age group. The person holding this position assumes responsibility for spiritual, academic, and financial aspects of the school's operation to the praise and glory of God.

In addition, the Head of School will serve as principal of the ECCS Logic and Rhetoric School. The principal's job is to ensure that the school is run effectively and in a manner consistent with the purpose, mission, and vision of the school.

Contracted by: ECCS School Board

Reports to: ECCS School Board

Supervises: Oversees all school faculty, staff and volunteers

Evaluation: Head of school's performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description. Details are found in the Faculty Manual.

QUALIFICATIONS

The head of school shall be a mature, committed, evangelical Christian with a reformed world and life view as well as a Christ-exalting lifestyle that is fully engaged in the spiritual leadership and shepherding of the school staff, administration, and faculty. He/she should have proven leadership experience and have demonstrated his/her ability to lead, organize, manage, and execute. He/she must also have a clear heart and vision for Christian classical education and the ability to grow and become an expert in the field. He/she must work with the ECCS Board to establish and execute the school's long term vision and be able to share this vision in a compelling way with a wide variety of stakeholders including faculty and staff, parents, and donors.

We are seeking a true leader to fill this role. Our head of school will be expected first and foremost to provide spiritual leadership and guidance to the ECCS community. In addition this person should act as a servant leader who helps bring about and rejoices in the successes of his team members; be a developmental leader who guides the career growth of faculty and staff; a tactical leader who can take the steps to turn strategic planning into reality; and an education leader who embraces and promotes the classical Christian model.

The head of school shall:

1. Have received Jesus Christ as his/her personal Savior. (John 3:3; I Peter 1:23)
2. Believe that the Bible is God's Word and standard for faith and daily living.

3. Be in whole-hearted agreement with the Evangel Church PCA/ECCS Statement of Faith and Christian philosophy of education.
4. Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. (I Timothy 4:12; Luke 6:40)
5. Be a member in good standing or willing to become a member of Evangel Church PCA.
6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go." (Proverbs 22:6)

REQUIRED PERSONAL QUALITIES

The head of school shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the school board of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her administrative ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

JOB DESCRIPTION - Essential Functions

The head of school shall:

1. Reflect the purpose of the school which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith through their witness and Christian role-modeling, leading students and staff to a realization of their self-worth in Christ. Integrate biblical principles and the classical, Christian philosophy of education throughout

the curriculum and all school activities.

3. Model and maintain high standards of professional conduct and participate in meetings and other activities that enhance professional development.
4. Oversee day-to-day operations of the Logic and Rhetoric School.
5. Cooperate with the Board and church in implementing all policies, procedures, and directives governing the operation of the school. Update and communicate these policies, procedures, and directives in the Parent/Student Handbook and Faculty Manual.
6. Implement board policies, state statutes, and federal regulations as they pertain to the school.
7. Provide recommendations to the Board for appointment of qualified school personnel.
8. Supervise and conduct annual performance appraisals, and make recommendations for appropriate employment actions. Make difficult personnel decisions when necessary, including dealing with ineffective teacher performance.
9. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
10. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
11. Attend and participate in scheduled devotional, in-service, retreats, committee, faculty, and Parent Teacher Fellowship meetings.
12. Provide training opportunities and feedback to school administrative personnel.
13. Manage fiscal aspects of the school by establishing short and long range fiscal goals, monitoring and approving school expenditures, reviewing fiscal data to determine present and future accounting needs, and work with the Board to formulate and manage to the annual budget.
14. Use technology in a godly, efficient, and effective manner. Oversee the school website.
15. Work with Facilities Manager to continually assess the maintenance and growth needs of the school campus. Building school pride by ensuring the school buildings and grounds are well maintained.
16. Promote school safety. Identify and address any safety issues. Know the procedures for dealing with medical, weather, or other emergencies.
17. Work with board to establish long term Strategic Plan and vision. Initiate programs and organize resources to carry out the School's Strategic Plan. Communicate school calendar and staffing plans as integrated into Strategic Plan.
18. Keep abreast of current research, trends, and best practices in K-12 school education including student-related legal issues, and all educational law issues especially those related to non-public schools.
19. Represent the school in a favorable and professional manner to the school's constituency and the general public.
20. Actively seek, obtain, and develop school sponsors/donors and build those relationships.
21. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
22. Assist in student discipline. Support teachers/principals in maintaining student discipline.
23. Keep the Board informed of impending problems or events.
24. Perform any other duties as assigned by the ECCS Board. Inform the Board in a timely manner if

unable to fulfill any duty assigned.

JOB DESCRIPTION – Physical Requirements to Fulfill the Essential Job Functions

The head of school shall:

1. Be able to climb stairs to reach classrooms, offices, the church sanctuary, choir suite, gym, playground, etc. The distance required will be the distance between the stairs and the necessary room/facility.
2. Be able to lift bulky supplies and materials, up to 50 pounds.
3. Have sufficient vision, hearing, and speech to allow for active supervision and interaction with colleagues, students, and parents.
4. Be able to demonstrate in-service/meeting concepts using chalk/dry erase boards, media, technology, and hands-on materials.
5. Prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents in writing or email.
6. In an emergency situation must be able to actively assist teachers in the supervision of students within the classroom, restrooms, hallways, playground, gym, sanctuary, choir suite, or any other designated area for students.
7. Render minimal first aid to students who may be injured/sick while on school premises.
8. Be CPR certified and physically able to perform CPR, the Heimlich maneuver, and other emergency training.
9. Be able to sit for long periods of time with intermittent walking, standing, and bending. Administrators must also be able to reach with hands and arms, push and/or pull objects, and have significant finger dexterity.
10. Be able to travel as required to perform work functions.

Date job description last reviewed: _____

“I have read and understand the current job description of Evangel Classical Christian School. I agree to follow all the duties and responsibilities detailed within the job description.”

Employee’s Signature: _____ **Date:** _____

Board Chairman’s Signature: _____ **Date:** _____