



Parkview Christian School Principal Job Description

Position: Principal

Reports to: Parkview Church Pastor

Current Staff Count: 20

Student Enrollment: 70 (approximate)

The main responsibility of the principal position is to lead and manage all personnel, assuring that the atmosphere, relationships, and daily operations are fulfilling the mission and vision of Parkview Christian School. In addition, the principal works in tandem with the school board to preserve and improve covenant school commitments of the school teachers and parents, seeking the guidance and wisdom of the Holy Spirit.

Key Responsibilities:

- Overseeing all operations of the school, leading and delegating to ensure the school runs smoothly as a covenant community of students, staff, and parents
- Placing prayer, humility, and serving others as primary pursuits in all activities
- Ensuring all safety training and protocols are in place for the safe operation of the school
- Setting and managing the school budget appropriately
- Evaluating school personnel needs for appropriate assignments and staffing
- Cultivating a school culture that listens well and prioritizes relationships
- Using creative practices to increase school enrollment
- Solving problems, implementing solutions, and enforcing policies fairly and consistently
- Casting vision, developing plans, innovating, delegating, and leading to bring about necessary change and growth
- Confidently applying Charlotte Mason training and practice to the school curriculum
- Preserving Parkview traditions in curriculum, activities, and habits that enhance learning at all levels while developing a strategically sound and cogent vision for the future
- Partnering with School Board to set and meet short and long-term goals
- Working closely with the Pastor of Parkview Church to strengthen the relationship and alignment of vision and ministry priorities

Key Capabilities:

- Ability to lead independently as needed with strong initiative and wise judgement
- Ability to communicate articulately and effectively (oral and written)
- Ability to make informed and effective decisions, showing both resolve and humility as needed
- Ability to address conflict where needed with hope of reconciliation when possible
- Ability to delegate, follow-up, and ensure tasks and projects are completed timely and appropriately
- Ability to build a team that will embrace the PCS vision and trust your leadership
- Ability to maintain the trust, confidence, and respect of the school community

If interested or know of anyone that would be a good fit, please send an email and resume to pcsboard@parkviewchristian.com