

JOB DESCRIPTION

Job Title: PRINCIPAL

Department: Academic

Reporting Relationship: Directly to Director

Location of Job: Main Office

Salary: Housing, utilities, laundry facility and meals (when cafeteria is open) are furnished and a monetary salary determined by certification and education.

Summary of Duties and Responsibilities

- Adhering to 1 Timothy 3:2 by living above reproach in all areas of our Christian walk
- Be part of the mission: *to educate and disciple students for Christ*
- Follow the vision: bringing students in with what they want, and sending them out with what they need
- Hold fast our core values: holiness, teamwork (Phil. 2:4), service (John 13:1-17)
- Provide academic leadership to teachers and students.
- Supervise teaching staff, conducting periodic staff evaluations.
- Maintain accurate student records.
- Assist Director in the interviewing and selection of new teaching staff. Conduct annual evaluations of said staff. Recommend staff for contract renewal or termination.
- Develop in-service training each year, to include workshop on Cultivate for all campus.
- Construct and distribute Teacher Handbook. Assist in preparation of Student Handbook.
- Plan school calendar and prepare class schedules with Director.
- Evaluate, select, and order curriculum.
- Provide and carry out placement testing for new students. Assist in the selection of students.
- Handle extreme disciplinary problems referred by teachers. Determine work detail/suspension/consequence according to behavior record and infraction.
- Coordinate Honors Program, academic competitions, etc.
- Conduct weekly teachers' meeting.
- Manage Resource Room.
- Serve on the Leadership Team, as an advisor to the Director.
- Prepare and present semi-annual report to the Native American Ministries Board of Directors.
- Perform other duties and assignments as required.