



Principal Job Description

Position Title: Principal

Position Category: Administrative, 12 Month Term

Hours: The position is full-time, Monday through Friday.

Salary Range: Commensurate with Experience, Plus Benefits

Reports To: The Lima Christian School Board

General Job Description:

Lima Christian School's principal provides leadership for the school's spiritual climate, instructional program, and campus-level operations. The role is responsible for establishing a safe learning environment for students and a safe working environment for all school personnel. The principal has oversight of the school's faculty and staff. In consultation with the Board, he or she is responsible for hiring and all related personnel matters, including terminations. The principal is responsible for enforcing school policy for students, faculty, and staff. Furthermore, this person shall work closely with administrative staff in the processes of admissions, human resources, and finances. The principal maintains regular communication with the School Board. This individual, by nature of the office, is the public face of the school and serves as the chief vision-caster to the larger Lima Christian and surrounding community.

Major Duties and Responsibilities:

- Under the direction of and in partnership with the School Board, working to develop and update the school's strategic plan and lead in its implementation
- Setting a spiritual tone wherein every student and member of the faculty and staff experiences the love of Christ
- Overseeing student discipline according to the biblical principles of wisdom, justice, impartiality, compassion, love, grace, forgiveness, and reconciliation
- Maintain visibility at a wide range of school events (i.e., sporting events, dramas, concerts, science fairs, etc.), outside of typical school hours.
- Commitment to maintain confidentiality
- Overseeing all aspects of hiring and/or termination of faculty and staff

- Providing supervision over all academic departments, Pre-K, afterschool care and extracurricular programs
- Offering leadership in planning, implementing, and evaluating instructional programs
- Monitoring standardized assessment results to maintain a sense of the school's academic performance
- Assisting in the maintenance and improvement of the quality of the instructional program and its adherence to biblical orthodoxy
- Encouraging innovation in teaching techniques and best practices of classroom management
- Partnering with leaders within the school to evaluate instructional personnel and assisting in the determination of goals to improve performance
- Preparing annual evaluations of all faculty and staff
- Serving as the primary ACSI contact regarding personnel training and certification visits
- Supervising the departments of admissions, finance, and human resources
- Assuring compliance with local, state, and federal requirements for nonpublic schools.
- Establishing and maintaining relationships with other area principals, both public and nonpublic
- Coordinating facilities use and management with appropriate Crossroads Church personnel
- Availability to attend Crossroads Church Board Meetings upon request
- Attending meetings of the School Board
- Providing relevant updates and monthly financial reports to the School Board
- Active participation in the budget process
- Implementing policies established by the School Board
- Helping foster a sense of community among the school's families and alumni
- Meeting with prospective families interested in the school
- Clearly and consistently communicating with and to the school community
- Performing other tasks as directed by the School Board

Education and Experience:

- A Bachelor's degree in a relevant field is required, but a Master of Educational Administration or equivalent certification is preferred.
- Previous teaching experience
- Educational administrative experience preferred

Essential Skills and Qualifications:

- Proven administrative skills including planning, problem solving and delegation
- Ability to thrive in and enjoy working in a multi-tasking, fast-paced work environment

- Strong time management and organizational skills
- Ability to communicate effectively with multiple populations
- Strategic thinking that helps improve present processes and casts future vision
- Relational skills that motivate, encourage, and support faculty, staff, and students

Spiritual Character:

- Professing follower of Jesus Christ and mature evangelical Christian
- Agreement with and adherence to the School's Statement of Faith
- Committed to growing as a Christian leader
- High level of integrity
- Ideally, a member of Crossroads Church (Lima, NY), the school's overseeing ministry

About Lima Christian School:

Lima Christian School is a private, faith-based, Pre-K through 12th grade day school located where Livingston, Monroe and Ontario Counties meet in Lima, NY. LCS is accredited by the Association of Christian Schools International. It provides academic excellence, a nurturing environment, and strong community to help students discover their God-given talents and prepare them for a life honoring Jesus Christ. LCS is a ministry of Crossroads Church.

Applications:

To apply for this position, please send cover letters, resumes, letters of pastoral reference and three additional references to Board@LimaChristian.org. Phone calls will not be accepted. Applicants must be willing to undergo a background check, to include fingerprinting.