

Schaumburg Christian School

POSITION TITLE: ELEMENTARY PRINCIPAL

REPORTS TO: ADMINISTRATOR

SUPERVISES: ELEMENTARY (Preschool - 6TH Grade)

QUALIFICATIONS: A master's degree in education with at least five years of teaching experience. Must be able to supervise faculty, plan and coordinate the work of others, and provide oversight and input regarding the general school program and related areas. Good public relations, platform presence, and appearance are essential.

PRIMARY RESPONSIBILITIES: Assist the administrator and associate administrator by supervising the faculty in the areas of day-to-day performance and preparation, orientation of new employees, guidance, admissions, discipline, and public relations. Also provide assistance with class scheduling and coordination, student counseling, and employee development. The principal must be able to assume full administrative authority in the absence of the Administrator and Associate Administrator.

Provides instructional leadership to staff including curriculum planning, review and implementation, and professional development. Responsible for day-to-day building administration and for the safety and welfare of students, staff, and activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary, and enforces school policy.

SPECIFIC DUTIES:

- A. Chapel Coordinator
 - Oversee and coordinate Elementary chapel activities
- B. Oversee Elementary Standardized Testing
- C. Field Trips
 - Approve Elementary field trips
- D. Student Supervision
 - 1. Enforce guidelines in the Student Handbook
 - 2. Have daily interaction with students between classes, breaks, and after school
 - 3. Monitor student behavior during the school day
 - 4. Encourage teachers to be consistent in enforcing school policies
 - 5. Evaluate student performance and coordinate after school help classes
 - 6. Communicate with teachers and parents to identify students with learning disabilities and coordinate appropriate services with the Resource Director

- E. Student Discipline
 - 1. Handle student issues
 - 2. Oversee and monitor morning tardy policies
 - 3. Schedule proactive conferences with students and parents about discipline problems
 - 4. Refer special cases to the counselor for counseling

- F. Student Admittance, Orientation, and Scheduling
 - 1. Give tours and help with the admissions process when necessary
 - 2. Organize new student testing if necessary
 - 3. Oversee orientation

- G. Textbook and Teaching Aides Order
 - 1. Review prospective curriculum
 - 2. Assess textbook needs by sending inventory sheet to teachers
 - 3. Adhere to textbook budget line
 - 4. Secure a prioritized list of desired teaching aids from all teachers
 - 5. Order the desired teacher aides after securing administrator approval

- H. Teacher Supervision
 - 1. Assist in recruiting teachers for any available position
 - 2. Monitor spiritual thermostat of the teachers
 - 3. Encourage teachers spiritually
 - 4. Provide teacher notebook at in-service. (Goals & Objectives, Scope & Sequence)
 - 5. Conduct or oversee department meetings as needed
 - 6. Conduct formal and informal observations of teachers
 - 7. Monitor progress of goals and objectives each quarter
 - 8. Monitor curriculum progress each quarter
 - 9. Review and modify scope and sequence annually
 - 10. Check lesson plans and teacher grade books regularly
 - 11. Check website pages for professional, up-to-date look
 - 12. Check rooms for neatness, cleanliness, repair and decor
 - 13. Assign and monitor lunch duty/cleanup schedules
 - 14. Conduct year-end evaluation conferences
 - 15. Consult with administrator and develop a specific plan for new teacher orientation and supervision
 - 16. Monitor the proficiency of faculty use of technology

- I. Professional
 - 1. Evaluate current programs and propose new initiatives for the elementary
 - 2. Actively promote continuing education opportunities for elementary faculty members
 - 3. Encourage elementary faculty members to conduct seminars and workshops
 - 4. Maintain current educational/administrative certificates
 - 5. Pursue continued professional growth personally

J. Programs/Events

1. Determine and publicize the special theme days for the elementary for the year
2. Oversee the scheduling of recess, bathroom breaks, and special classes (art, music, gym, Spanish, computer, etc.)
3. Oversee, help organize, and participate in school promotion events (Grandparents' Day, Friend Day, Open House, etc.)
4. Oversee special activities/programs (Box Tops, Boosterthon, etc.)
5. Conduct the May Awards Chapel for elementary

K. Graduation

1. Evaluate grades to validate promotion status

L. Other Duties Could Include:

1. Oversee parking lot car duty
2. Interpret policies and procedures of the school to parents, students, and teachers
3. Conduct facility walk-through and submit maintenance requests
4. Maintain knowledge of current Illinois and Federal Laws relative to the operation of an educational institution
5. Schedule, oversee, document, and submit documentation of all emergency safety drills required by the state
6. File reports as required by the state
7. Perform other duties as requested by the administrator