Job Description – Principal

A. Scope:
The Principal shall be the chief administrative officer of the school and shall be ultimately responsible for the operation of the school as a whole. This person shall carry out his/her administrative and supervisory functions in accord with the policies adopted by the Newton Christian School Board, the laws of the state of Iowa and the By-laws of the Newton Christian School Society. The Principal has certain duties and responsibilities to perform. These can be categorized into the relationship they have with five different groups or areas: 1) School Board, 2) Students, 3) Staff, 4) Curriculum and 5) Building.

B. Accountability:
This position is under the direction of the Newton Christian School Board.

C. Qualifications:
The Principal shall hold an advanced degree with graduate training in school administration, supervision, and curriculum development, and be certified by the State of Iowa. He/she shall be competent in the supervision of the learning-teaching process with the ability to evaluate teaching personnel and leadership qualities to direct the total ministry of the school. The individual must demonstrate a commitment to the Christian faith with a positive testimony and meet the leadership qualifications according to I Timothy chapter 3. He/she must possess biblical knowledge and be able to apply its principles to school administration.

D. Duties of Principal
1. School Board Duties
   a. Serve as the executive officer of the school and will attend all meetings of the school board.
   b. Be responsible for the development of administrative principles and procedures for implementing Board policy.
   c. Provide a continuous appraisal of all policies of the Board.
   d. Serve as ex-officio member of all the Board's standing committees.
   e. Advise the Board of problems arising which are not covered by policy statement and of any irregularities developing in the administrative policies.
   f. Be responsible for the collection of applications for all faculty openings. He/she shall screen all applications and provide a list of qualified applicants to the respective committees for their consideration. Individual board members are to channel all applications from individuals, either from within or without the school, to the Principal. Advanced commitment by individual board members shall never be made.
   g. Perform such other duties as may be designated by the board.

2. Student Duties
   a. Coordinate and supervise the admission of new students in accordance with Board policies.
   b. Supervise the evaluation of students. Oversee student assessments including, but not limited to DIBELS, Iowa Assessments, etc.
   c. Be responsible for the promotion and retention of students within the school.
d. Safeguard and maintain health, attendance and educational records of each student in the school.
e. Be responsible for proper instruction, discipline, attitudes, and behavior in school and at school functions.
f. Provide the time and procedure for fire drills, tornado drills, traffic control, and similar activities to insure the safety of the students.
g. Provide that the transportation of students is arranged.
h. Be responsible for organizing playground, noon hour, and other intermission periods in the best interests of the students.
i. Provide for compliance to all government requirements involving students.
j. Complete Iowa state-mandated reports including, but not limited to BEDS, APR, CSIP, Iowa Core, etc. Complete all CSI accreditation report.

3. Staff Duties
   a. Be responsible for the recruitment and screening of new faculty members.
   b. Make recommendations to the Education Committee and Board regarding continued employment of personnel.
   c. Submit lists of personnel needs for regular, temporary, and substitute staff members to appropriate committees.
   d. Work with the Education Committee in the assignment of equitable loads to and supervision of the instructional staff and assure that all staff members understand their duties.
   e. Direct orientation and in-service programs of all employees. He/she shall coordinate all school wide programs, commencement exercises, etc.
   f. Hold staff meetings for instructional staff members in the school.
   g. Perform teacher evaluations on a three year rotation and administer an active evaluation program of all personnel within the school, instructional and support.
   h. Act as a stimulant to teachers to get them to try out innovative methods and materials. He/she shall also work toward promoting the staff's professional growth.
   i. Provide an avenue for staff input to Board policies.
   j. Recommend to the Board adequate remuneration for all employees.
   k. Create a personnel file for all staff members. Teaching certificates, health forms, and educational requirements should remain current.

4. Curriculum Duties
   a. Work with the Education Committee to coordinate the school wide curriculum program. This curriculum is to be maintained in written form and reviewed and revised on a continual basis.
   b. Be responsible for the development of the curriculum, and its adoption to the needs, interests, and abilities of the students.
   c. Appraise the effectiveness of all courses, instructional materials and physical facilities.
   d. Conduct research concerning educational and spiritual growth and/or problems of the school, and using the results in planning the programs of the school.
   e. Provide materials to carry out the curriculum goals.
   f. Approve the purchase of all supplies.
g. Be responsible for the administration of any government aid projects that the school may become involved with. He/she shall act as the school's official representative.

h. Encourage and assist the faculty in the integration of biblical principles with their particular subject matter.

i. Develop the daily, weekly, and yearly class schedules as well as the school calendar and other needed schedules.

5. Building Duties
   a. Supervise the physical operation and maintenance of all property.
   b. Recommend property needs to the buildings and grounds committee of the school board.
   c. Be actively involved with the construction and/or rehabilitation of all buildings. He/she shall work closely with contractors, committees, or whoever is in charge, to make sure that the best interests of the school and its program are carried out.
   d. Maintain an up-to-date inventory of all school property.