



Position:

Principal of Jenison Christian School

Reports To:

Board of Education

Job Summary:

The principal of Jenison Christian School is the head of school, providing Christian leadership and supporting the mission and vision of the school. The principal manages all administrative duties related to running the school, including spiritual leadership, instruction, personnel, operations, and community relationships. The principal is responsible for shaping and nurturing the academic and spiritual environment of JCS.

Personal Qualities:

- Has a personal relationship with Jesus Christ
- Leads with integrity
- Cultivates high morale among staff and students
- Is punctual and meets deadlines
- Effectively solves problems
- Possesses interpersonal relationship skills
- Delegates responsibilities when necessary
- Employs well-developed organizational skills
- Handles work volume and stress effectively

Responsibilities:

Spiritual Leadership

- Demonstrate a personal relationship with Christ to the students, staff, parents, and community
- Embrace the mission and vision of Jenison Christian School
- Encourage teachers to integrate faith and learning through Bible-based curriculum, spiritual leadership, and devotions
- Foster a Christian school community
- Regularly attend a church whose theology is consistent with the Reformed tradition of Jenison Christian School

Administrative Leadership

- Supervise the day to day operations of the school
- Serve as an advisory member of the Jenison Christian School Board. This includes attending all board and committee meetings, setting meeting agendas,

providing a monthly principal report, and keeping the executive committee apprised of important school matters.

- Perform other duties as may be determined by the Board
- Lead the growth and development of the school by serving on the capital campaign and maintaining excellent donor relationships
- Operate the school within the adopted budget while evaluating spending and budgetary needs. Plan with the finance team for future needs of JCS
- Oversee and work collaboratively with Directors of the Preschool and Childcare programs
- Provide the leaders of transportation, hot lunch and athletics the support needed to effectively run their programs
- Work closely with the directors of Special Education and RTI to support all student learning needs
- Manage the construction, repair, and maintenance of the building
- Implement health and emergency procedures
- Keep accurate and updated school records and documentation
- Maintain connections with the extended community including alumni, donors, Eastern Ottawa Christian Schools (EOCS) leadership, and other stakeholders

Educational Leadership

- Serve as Director of Instruction
- Evaluate curriculum regularly to ensure excellence - using current best practices and alignment with local, state, and national standards
- Implement standardized testing for student evaluation - analyzing and sharing results to guide teaching practices
- Optimize professional development opportunities that enable staff members to improve instruction and student learning
- Conduct classroom observations and yearly evaluation of staff members
- Lead the hiring process of all personnel
- Meet with staff teams consistently (e.g., Instructional Improvement Team, technology team, grade level teams) and hold regularly scheduled staff meetings
- Support students, families, and teachers in discipline matters that escalate beyond the scope of the classroom
- Build relationships with students, staff, and the JCS community by attending school functions and being visible in hallways, classrooms, and arrival/dismissal locations

Qualifications:

Education & Experience

Masters Degree in Educational Leadership or related field

School Administrator Certification

Experience in Christian school administration preferred

At least five years teaching experience