

Policy 4.32 Principal Job Description

The following criteria are intended to describe the general nature and level of work being performed. These criteria are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Horizon Christian School Principal.

1. SUMMARY:

Position is responsible for the operational direction of the Horizon Christian School elementary or secondary program including all aspects of the program, its academic and spiritual emphasis, assists with student recruitment and development activities, reporting to the Superintendent.

2. Job Requirements (minimum)

- a. Education: Master's Degree in related field preferred. Must currently hold or have previously held a teaching license.
- b. Work Experience: Five years professional experience with at least three years classroom experience including demonstrated supervisory duties designed to build and foster healthy relationships within an educational community.
- c. Personal: Must be a believer in Jesus Christ, fully committed to a Biblical Worldview, and have a demonstrated passion for Christian education.

3. Duties and Responsibilities - Demonstrate Academic Excellence in the following responsibilities:

- a. Recruitment, supervision, direction, and professional development of all instructional staff.
- b. Oversight and development of appropriate and excellent curriculum, classroom resources, and course selections while utilizing best practices in conjunction with the instructional staff.
- c. Ensure compliance with State Standards as applicable to private schools.
- d. Maintain and improve regional accreditation with assistance from Horizon staff and volunteers.
- e. Develop sustainable extracurricular activities in support of Horizon's Mission, Vision, and values.
- f. Actively assist Horizon Staff in student retention and recruitment.
- g. Support instructional staff in developing success plans for the students at Horizon.
- h. Insure excellent classroom instruction including the ability to teach a wide variety of subjects.

4. Demonstrate Biblical Worldview in the following responsibilities:
 - a. Maintain a rich, personal life as a disciple of Christ.
 - b. Oversee development of specific programing including, but not limited to, chapels, service, outreach, and missions for students.
 - c. Adhere to the Horizon Statement of Faith.
 - d. Ensure that spiritual excellence is part of each Horizon program, course, or activity.
 - e. Serve the staff and students of Horizon by setting an atmosphere of spiritual excellence.
 - f. Be a member in good standing of a sound Evangelical Church.
5. Demonstrate Christian Character by:
 - a. Accurately applying Scripture in problem solving.
 - b. Remaining flexible, gracious, friendly and approachable.
 - c. Working with parents, students and staff from a wide variety of backgrounds, cultures, and denominations.
 - d. Communicating clearly in both spoken and written word.
 - e. Maintaining a high degree of professional integrity.
 - f. Choosing a positive and thoughtful approach in working with others.
 - g. Regularly attend and reliably report to Board of Trustee meetings as an “ex-officio” member.
 - h. Correcting, mentoring, and discipling students, families, and staff.
 - i. Representing Horizon positively to the community.

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