



SUMMIT
CHRISTIAN
SCHOOL

Job Description

Position: Middle School Principal

General Purpose

The middle school principal is responsible for overseeing the middle school academic, behavioral, and spiritual programming. The middle school principal assists in the overall operations of the school. The middle school principal implements and upholds the high expectations for academic, spiritual, character, and professional growth of teachers and students, that will serve to bring the mission and vision of Summit Christian School to fruition.

Position Term and Evaluation

This position commences on August 1 and concludes on July 31. The position is renewable pending the results of a performance evaluation that will be completed by the head of school.

Main Job Tasks and Responsibilities

- Spiritual leadership of the middle school, assisting with whole school spiritual leadership
- Cultivate an effective, efficient, and positive climate and culture for learning
- Model and maintain healthy, biblical communication
- Assist in developing and implementing school-wide initiatives
- Evaluate middle school faculty and specials faculty
- Monitor middle school student attendance
- Oversee and administer middle school student discipline
- Create master schedules
- Create school calendar
- Serve on school board as non-voting member
- Other duties and responsibilities as assigned by the head of school

Education and Experience

- **minimum education level:** master's degree in education
- understanding of school administration
- minimum of five (5) successful years of teaching experience
- experience in and vision for curriculum and instruction
- demonstrated effective leadership
- public relations experience
- working knowledge of computer applications such as Microsoft Office, Google Suite, and web-based data systems

Key Competencies

- professional dress and attitude
- servant's heart
- steadfast spirit
- collaboration
- planning and organizing
- attention to detail
- information collection and monitoring
- problem analysis, problem solving,
and mediation
- excellent written and verbal
communication skills
- confidentiality
- integrity
- initiative