

Elementary Principal

Brentwood Christian School

REPORTS TO: President
CLASSIFICATION: Full-time; Exempt; Year Round

SUMMARY: Provide leadership and administration to faculty while ensuring students are nurtured in a Christ-centered academic environment that emphasizes excellence and inspires students to develop their individual God-given talents for lives of Christian leadership and service.

RESPONSIBILITIES:

- Collaborate with Elementary Curriculum Director, PLC leaders and faculty to develop and implement appropriate curriculum that supports and promotes the mission and values of BCS
- Effectively observe and evaluate faculty performance providing clear and actionable feedback, resources and support
- Confer with faculty and parents to discuss educational activities, policies, and student behavior or learning problems.
- Provide physical, emotional, and spiritual guidance to students in cooperation with faculty and parents.
- Prepare and administer the budget for Elementary and Preschool programs
- Track, record and report key metrics
- Supervise and mentor Elementary and Preschool faculty and staff
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

QUALIFICATIONS:

- Must have a Master's degree in education or educational leadership and administration
- Valid principal certification required
- Must have 5+ years of classroom teacher experience and a minimum of 2 years of successful leadership experience in a school. Christian school experience preferred.
- Must be an active member of a Church of Christ congregation

SPECIAL KNOWLEDGE / SKILLS:

- Passion for the successful education and Christian development of children
- Excellent customer service and interpersonal skills
- Strong verbal and written communication skills
- Proficiency in Microsoft Office Suite and various educational software

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 25 pounds
- Must be able to sit for extended periods of time