

Job Description: Middle School/High School Principal

Position Title: MS/HS Principal

Reports To: Superintendent

Approved By: Board of Education

FLSA Status: Exempt

The MS/HS Principal provides leadership that promotes the mission of Temple Christian School by guiding the curricular, cocurricular, and spiritual development of students, cultivating strong partnerships with parents, supporting the professional growth of faculty and staff, and contributing to shared leadership across the school system.

Spiritual Maturity

1. Publicly profess faith in Jesus Christ as Lord and Savior
 2. Actively engage in the life and ministry of an evangelical church
 3. Pursue spiritual growth through regular study of Scripture and prayer
 4. Demonstrate the fruit of the Spirit as evidence of a maturing faith
 5. Believe in and support TCS's Statement of Faith, Biblical Morality Statement, and Statement on Marriage, Gender, and Sexuality
 6. Agree to abide by the TCS Christian Lifestyle Statements
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Professional Responsibilities (Essential)

General

- Participate in the development and implementation of district-wide policies and programs
- Ensure a safe and welcoming environment for students, parents, staff, and guests by partnering with key personnel and community resources
- Cultivate meaningful relationships and promote a positive building climate for students, parents, faculty, staff, and the broader community

Instructional Leadership

- Articulate a well-developed philosophy of Christian education
- Provide leadership in the planning, development, implementation, and evaluation of curriculum and instructional programs aligned with the school's mission, and make recommendations to the Superintendent for final approval
- Collaborate with other school leaders to enhance the academic experience for students
- Provide coherent, high-quality in-service and professional development opportunities in partnership with the Superintendent
- Maintain an active commitment to personal professional growth and awareness of current educational practices
- Review and evaluate unit plans, lesson plans, and grading practices
- Administer academic and behavioral discipline in a manner that is fair, consistent, and restorative
- Oversee and coordinate building-wide logistics, including class schedules, teacher schedules, report cards, transcripts, testing, senior trip, graduation, and related responsibilities

Hiring

- Provide leadership in the recruitment, interviewing, and selection of high school faculty and staff who support the school's mission, making hiring recommendations to the Superintendent for final approval
- Follow established procedures for hiring personnel
- Provide thorough and mission-aligned orientation for new employees

Faculty/Staff Supervision

- Support faculty and staff in fulfilling the school's mission and maximizing their effectiveness
 - Conduct annual evaluations of faculty and staff utilizing approved instruments
 - Assist with the creation, implementation, and evaluation of professional growth goals
 - Ensure completion of all required credentials and certifications
 - Oversee all campus departments and student services, working closely with building leaders (e.g., Athletic Director, Intervention Specialist)
 - Maintain consistent communication with directors of Athletics, Food Service, Admissions, Finance, and other personnel providing building services (e.g., IT)
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Finance

- Assist the Superintendent and Business Manager with MS/HS budget planning
 - Track and monitor expenditures responsibly
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Admissions

- Coordinate building-level admissions work in partnership with the Superintendent and Admissions Director
 - Review applications, conduct admissions interviews with prospective students and families and make admissions recommendations to the Superintendent for final approval.
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Public Relations

- Foster healthy partnerships with parents that reflect biblical authority and inspire confidence in the school
 - Keep constituents informed of relevant building and school-wide happenings
 - Actively participate in marketing and representing the school
 - Attend school events and serve as administrator on duty for MS/HS events, in conjunction with the Athletic Director and other TCS administrators.
 - Collaborate with community agencies on matters related to student and school welfare
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Compliance

- Ensure adherence to all state and federal requirements
 - Maintain compliance with TCS's ODEW Charter standards
 - Uphold TCS policies and Handbook expectations
 - Review and update the MS/HS Parent and Student Handbook annually in collaboration with the Superintendent and Board of Education
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Facilities

- Assist in monitoring and maintaining the condition of school facilities, grounds, and equipment
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Other

- Perform additional responsibilities as assigned by the Superintendent
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Professional Requirements

- Bachelor's Degree in Education and teaching experience required. Master's in Educational Administration preferred
 - Minimum of 5 years successful classroom teaching experience with an additional two years of administrative experience preferred
 - Hold or obtain valid licensure through the Ohio Department of Education and Workforce
 - Demonstrate emotional intelligence, humility, self-awareness, and empathy
 - Show initiative, accountability, and the ability to work independently
 - Exhibit strong organizational skills with the ability to manage multiple deadlines
 - Demonstrate resourcefulness, creativity, and problem-solving ability
 - Effectively manage conflict with all constituent groups
 - Demonstrate flexibility in adjusting schedules and priorities
 - Collaborate effectively as a team member
 - Show commitment to lifelong learning and skill development
 - Be coachable and responsive to direction and feedback
 - Maintain confidentiality and display high personal integrity
 - Develop and execute an annual professional growth plan
 - Communicate effectively with a wide variety of stakeholders
 - Contribute professionally to the overall school community
 - Consistently model professionalism in conduct and appearance
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This job description is subject to change and does not constitute an exhaustive list of responsibilities or expectations.

Job Description: MS/HS Principal

Hired by: Board of Education and Superintendent

The HS/MS principal is to lead the HS/MS in a way that promotes the mission of Temple Christian School, including the curricular, cocurricular, and spiritual development of its students, the development of effective partnerships with parents, the professional growth of its faculty and staff, and shared leadership with other school leaders.

Spiritual Maturity

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe in and support TCS's statement of faith and Biblical Morality Statement
6. Agree to abide by the TCS Christian Lifestyle Statements.

Professional Responsibilities (Essential)

General

- Participate in the development and implementation of district-wide policies and programs
- Ensure that the MS/HS and its programs provide a safe environment for students, parents, staff, and guests through partnering with other key school personnel and community resources
- Provide leadership in the cultivation of meaningful relationships and a healthy building climate for the students, parents, faculty and staff members, and community

Instructional Leadership

- Articulate a well-developed philosophy of Christian education
- Provide leadership in the planning, development, implementation, and evaluation of curriculum and instructional programs aligned with the school's mission, and make recommendations to the Superintendent for final approval
- Provide regular and coherent in-service opportunities for faculty and staff in conjunction with the Superintendent
- Commit to continuing professional growth and staying informed on current educational trends and practices
- Provide guidance on the development and implementation of the school's course of study
- Review and evaluate unit plans, lesson plans, and grading practices
- Dispense appropriate academic and behavioral student discipline with fairness and consistency, achieving restoration where possible.
- Coordinate class schedules, teacher schedules, student report cards, transcripts, state testing, senior trip, graduation, etc.

Hiring

- Provide leadership in the recruitment, interviewing, and selection of high school faculty and staff who support the school's mission, making hiring recommendations to the Superintendent for final approval
- Follow procedures prescribed by the system for hiring faculty and staff
- Provide appropriate orientation of new personnel

Faculty/Staff Supervision

- Provide support and guidance to the faculty and staff to fulfill the school's mission and enhance their effectiveness and well-being
- Evaluate the faculty and staff under his or her supervision using the instruments provided by the school on at least an annual basis
- Assist faculty and staff with the development of professional goals, means to achieve them, and evaluation of their attainment
- Ensure that all faculty and staff have completed all credentialing requirements
- Oversee all departments and student services of the campus and work with other building leadership (e.g., athletic director, intervention specialist) to support students
- Maintain consistent communication and interaction with the school directors (e.g., Athletics, Food Service, Admissions, Finance, Information Technology, etc.)

Finance

- Assist the Superintendent and Business Manager with MS/HS budget items.
- Track and control expenditures.

Admissions

- Coordinate all building pre-admission work with the Superintendent and Admissions Director.
- Review applications, conduct admissions interviews with prospective students and families and make admissions recommendations to the Superintendent for final approval

Public Relations

- Develop healthy partnerships with school parents that reflect biblical authority and instill parental confidence in the school
- Keep school constituents well informed of school occurrences
- Actively participate in marketing the school
- Attend all appropriate school events and act as the administrator on duty for MS/HS events, in conjunction with the assistant principal.
- Work with community and other agencies on issues that relate to the school's and/or students' welfare in the school or in the community

Compliance

- Ensure compliance with all state and federal requirements
- Maintain compliance with all standards of TCS's ODEW Charter
- Maintain compliance with the TCS Handbook and all school policies

- Conduct an annual review of the MS/HS Parent and Student Handbook and submit recommendations to the Superintendent

Facilities

- Provide assistance in evaluating and maintaining the condition of the facilities, grounds, and equipment

Other

- Perform other responsibilities assigned by the Superintendent

Professional Requirements

- Bachelor's Degree in Education and teaching experience required. Master's Degree in Educational Administration preferred.
- Minimum of 5 years teaching experience with an additional two years of administrative experience preferred
- Secure and/or maintain a valid relevant license through the Ohio Department of Education and Workforce
- Emotional intelligence: Ability to approach leadership with self-awareness, humility, and empathy and understand how his or her leadership affects others and the school climate
- Self-starter: Ability to take initiative, work independently, and hold oneself accountable
- Organized and deadline-oriented: Ability to manage multiple projects with converging deadlines while maintaining a positive, can-do attitude and delegate when necessary
- Resourceful: Aptitude for thinking "outside the box" and finding creative and effective means for meeting goals
- Creative: Ability to develop original ideas
- Conflict management and resolution: Ability to handle difficult situations with members from all school constituent groups
- Problem solver: Capable of finding solutions to challenges and obstacles
- Flexible: Willingness to adjust schedules and priorities as needed
- Team player: Ability to work effectively with others
- Lifelong learner: Initiative to learn new skills, techniques, and ways to accomplish projects and goals
- Coachable: Willingness to take direction, receive suggestions, and be challenged
- Trustworthy: Commitment to abide by a strict code of confidentiality
- Develop and execute a plan for professional growth
- Exude professionalism
- Ability to effectively communicate with a wide constituency
- Professionally contribute to the school community

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.