



## *Eagle's Landing Christian Academy Job Description Principal*

**Qualifications:** Master's Degree or higher, Georgia educator certificate in leadership or ACSI principalship certificate. Proven track record of working well with others is required, high integrity, excellent character, good professional reputation, and exceptional problem-solving and communication skills.

**Reports:** The Principal reports directly to the Head of School.

*A Principal at Eagle's Landing Christian Academy is a professed believer in Jesus Christ. He or she must be able to provide leadership and supervision that is in direct alignment with the school's mission, philosophy, and statements of belief.*

### **The ELCA Principal shall:**

- I. Effectively manage and supervise personnel and students by**
  - Interviewing, selecting, and orientating new staff and new students
  - Evaluating staff members using the school's evaluation tools
  - Setting high expectations for staff members in accordance with the Employee Handbook
  - Ensuring that school rules are uniformly observed, and that student discipline is appropriate
  - Conducting or participating in conferences with parents, staff or students as needed, and determining next steps in order to resolve concerns
  - Implementing and maintaining safety protocols and procedures in order to ensure a safe and secure environment for students and staff
  - Conducting regular meetings with staff to include devotional time and the dissemination of pertinent information
  
- II. Effectively manage an organizational setting which is conducive to learning by**
  - Collaborating with instructional staff (Chief Academic Officer and IAP) to ensure that teaching and learning and curriculum guidelines are implemented effectively and efficiently
  - Providing an atmosphere free of any bias in which students can achieve their maximum potential
  - Promoting maximum use of instructional time
  - Promoting the use of all available resources that can enhance instruction
  - Setting high expectations for student behavior
  - Helping teachers maximize their teaching potential by monitoring teacher performance

- Enforcing the student code of conduct, and handling disciplinary referrals in a fair and consistent manner
- Monitoring staff and student attendance

**III. Effectively manage the school and organizational climate by**

- Promoting a positive and caring learning environment
- Displaying cultural sensitivity when interacting with persons from diverse cultural backgrounds
- Communicating effectively and openly with students, parents, and staff

**IV. Other Responsibilities and Duties include**

- Overseeing the day-to-day school operations
- Building and maintaining budgets for supplies and other expenditures
- Handling emergencies and school crises
- Organizing school events and assemblies
- Providing supervision at extra-curricular activities as needed
- Scheduling monthly weather, safety, and fire drills
- Participating in weekly Charger Thursday Professional Learning sessions
- Updating the Student Handbook as needed
- Supervising year-end responsibilities such as organizing and cleaning and ensuring that necessary repairs are addressed
- Overseeing summer maintenance, teacher schedules, and resources