



Job Description

Position: Assistant Principal 6-12

Purpose of Position:

The Assistant Principal fulfills the mission of Des Moines Christian School as a co-leader who assists and supports the Middle and High School Principals in the following areas: Instructional, Administration and Community Focus.

Position:

- Salaried, contracted employee - 10 month

Qualifications:

- M.A. or M.S. in Educational Leadership required or in pursuit of receiving.
- Experience in Christian Education preferred.
- Iowa administrative licensure required or in pursuit of obtaining.
- ACSI administrative licensure required or willing to pursue for position.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church.

Professional Profile:

- Committed to the mission of DMCS.
- Proven ability to work in a leadership role with diverse groups, including faculty, staff, students, administrators, and parents.
- Uses discernment, discretion, and confidentiality in the operation and oversight of the school and its programs.
- Characterized by integrity.
- Demonstrates consistent spiritual leadership.
- Demonstrates excellence in written and verbal communication.
- Promotes a quality environment that encourages excellent morale, commitment, and performance.
- Demonstrated ability to develop strong relationships of mutual support with the constituent communities of the school.

Responsibilities:

Instructional Leadership

- Provides inspiration and support for faculty in developing and implementing student focused instructional strategies that are reflective of best practice.
- Assists in the management of the instructional programs, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with the school strategic academic plan.
- Oversees curriculum development for assigned discipline area.
- Cultivates an open and approachable leadership and learning environment that invites dialogue, creativity and collaboration.
- Collaborates with Principals in designing meaningful professional development activities designed to improve and/or enhance instructional strategies.



- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Uses student achievement data with faculty and students to create individual academic growth.
- Visits classrooms regularly, conducting and documenting walk-through observations.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings.
- Engages faculty, staff and students in growing their relationship with Christ through teaching and mentoring.

Administrative Leadership

- Partners with Principals to develop the master class schedule in conjunction with the School Guidance Counselors.
- Supports the Principals in organizing and maintaining a system for accurate and complete record-keeping and reporting for all student activities, attendance and records as required by law.
- Ensures that board policies and procedures are implemented and followed.
- Participates with Principals in the interview process for new employees.

Community Focus

- Invests in the lives of students through relationship building thereby inspiring them to apply themselves fully to achieve their personal best.
- Collaborates with Principals and faculty regarding student discipline needs.
- Encourages partnership with parents in fulfilling the DMCS mission.
- Maintains timely, relevant and effective communication with students, parents, faculty and staff.
- May assist the Principal and Admissions Director in the process of student admissions and enrollment including meeting with new families seeking admission to the school.
- Maintains a visible presence at Middle and High School and school-wide events.