



## Job Description

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### Position: Elementary Assistant Principal

#### Purpose of Position:

The Assistant Principal fulfills the mission of Des Moines Christian School as a co-leader who assists and supports the Head of Elementary in promoting the success of all students and faculty. This position plays a key role in fostering a school culture of academic excellence and spiritual growth where elementary school learners flourish.

#### Position:

- Salaried, at-will 12 month position

**Reports to:** Head of Elementary

#### Qualifications:

- M.A. or M.S. in Educational Leadership required or in pursuit of receiving.
- 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 and committed to growth in a relationship with Jesus Christ.

#### Professional Profile:

- Committed to the mission of DMC: *Equipping minds and nurturing hearts to impact the world for Christ.*
- A teacher and learner at heart who loves students of all ages and exudes enthusiasm for shepherding the growth of children.
- Proven ability to work in a leadership role with diverse groups, including faculty, staff, students, administrators, and parents.
- Characterized with integrity and maintains confidentiality.
- Demonstrates consistent spiritual leadership.
- Demonstrates excellence in written and verbal communication.
- Promotes a positive environment that encourages commitment, collaboration, and performance.
- Demonstrated ability to develop strong relationships of mutual support with the constituent communities of the school.

#### Responsibilities:

##### Mission and Vision

- Partners with the Head to lead, equip, and empower the faculty and staff to deliver the mission in all curricular and extracurricular activities.



### **Supporting Student Success**

- Collaborates with the Head to promote ongoing student programming that engages students and builds community.
- Oversees day-to-day student concerns in the Elementary School, working closely with administration, faculty, and staff on student management, positive behavior plans, and discipline issues.
- Approaches discipline through the lens of restorative practices and executes a behavior management system that is grounded in a journey of helping students better understand their identity in Christ.
- Communicates with parents effectively and proactively regarding student behavior concerns and gracefully resolves challenges.
- Monitors student attendance and contacts home to follow-up on excessive and extended absences.

### **Instructional Leadership**

- Assists the Head in the oversight of instructional programs including observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with the DMC Strategic Academic Plan.
- Collaborates with the Academic Team in designing or leading meaningful professional development activities designed to improve and/or enhance instructional strategies.
- Plays a key role in supporting students and teachers through the multi-tiered support system (MTSS).
- Collaborates with outside educational services regarding student support needs.
- Uses student assessment data to gather information about student learning and prioritize department goals.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.

### **Administrative Leadership**

- Encourages faculty, staff, and students in their faith and provides opportunities for spiritual growth.
- Oversees student accommodations and collaborates with faculty and staff to ensure that plans are being carried out with fidelity.
- Leads the Building Assistance Team.
- Organizes and oversees the implementation of standardized tests.
- Supervises assigned staff and supports them in professional growth through ongoing conversations, authentic feedback, evaluation, and professional development opportunities.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings.
- Ensures that school policies and procedures are implemented and followed.
- Participates in the interview process for new employees as applicable.
- Generates a strong sense of community through active involvement in the daily life of the Elementary School including various duties as well as school-wide events.
- May assist the Head and Admissions Director in the process of student admissions and enrollment including meeting with new families seeking admission to the school.
- All other duties as assigned.