

## Job Description

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### Position: Middle School Principal (6-8)

**Purpose of Position:** The Middle School Principal fulfills the mission of Des Moines Christian by providing leadership and direction in administering educational programs and activities. This position promotes the success of all students by supporting and empowering faculty with a shared vision of learning that fosters a school culture of academic excellence and spiritual growth where middle school learners flourish.

**Position:**

- Full-Time, 12 month
- Salaried, at-will employee
- Full-time Benefit Eligible / Calendar Year

**Reports To:** Superintendent

**Evaluated By:** Superintendent

**Direct Reports:** Middle School Dean of Students, Middle School Teachers, Administrative Assistant, and School Counselor

**Qualifications:**

- M.A. or M.S. required or in pursuit of receiving.
- Holds Iowa administrative licensure or in pursuit of obtaining.
- Holds ACSI administrative licensure or willing to pursue.
- 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.
- Uses discernment, discretion, integrity, and confidentiality in the operation and oversight of the school and its programs.
- 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**

- Leads, equips, and empowers the faculty and staff to deliver the mission in all curricular and extracurricular activities.

### **Faculty Growth and Development**

- Cultivates an open and approachable environment that invites dialogue, creativity, and collaboration.
- Supports faculty in their professional growth through ongoing conversations, authentic feedback, evaluation, and professional development opportunities.
- Encourages faculty and staff in their faith and provides opportunities for spiritual growth.

### **Instructional Leadership**

- Collaborates with the Senior Director of Academics and faculty to ensure teaching and learning goals, initiatives, and priorities identified in the DMC Strategic Plan and DMC Strategic Academic Plan are fully implemented.
- Collaborates with the Academic Team in designing or leading meaningful professional development activities designed to improve and/or enhance instructional strategies.
- Uses student assessment data to gather information about student learning, prioritize department goals, and communicate student success with the Head of School, Board, faculty, and greater school community.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.

### **Community Focus**

- Builds trusting relationships with all constituents to create a learning community with a positive school culture that leads to increased student success.
- Supports the success of all students through an active partnership with parents.
- Maintains timely, relevant, and effective communication with students, parents, faculty, and staff.
- Partners with the Admissions Director in the process of student admissions and enrollment including meeting with prospective families seeking admission to the school.
- Generates a strong sense of community through active involvement in the daily life of the Middle School as well as school-wide events.

### **Administrative Leadership**

- Works collaboratively with the Leadership Team concerning the needs of Middle School, including strategic planning of DMCS.
- Collaborates with the Academic Team to ensure continuity of programs from Early Education through High School.
- Collaborates with the Elementary and High School Principal to support students as they transition from Elementary to Middle School and Middle School to High School.
- Collaborates with the Dean of Students and faculty regarding student discipline needs.
- Facilitates consistent and clear communication of expectations, school culture, and discipline with students, staff, and families, and gracefully resolve challenges.
- Ensures that school policies and procedures are implemented and followed.
- Develops the master schedule, and determines faculty teaching assignments.
- Coordinates with Human Resources in employee recruitment and interviewing and makes hiring recommendations to the Superintendent.
- Maintains the department budget and partners with the Director of Finance and Operations to develop the annual budget.
- Collaborates with the Academic Team to update the Middle School student handbook and faculty appendix annually.
- All other duties as assigned.