

## 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 to promote the academic achievement and spiritual growth of students and the professional development of faculty and staff.

**Position:**

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

**Reports To:** Superintendent

**Evaluated By:** Superintendent

**Direct Reports:** Middle School Teachers, Administrative Assistant and Guidance Counselor

**Qualifications:**

- M.A. or M.S. 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**

- Responsible for the oversight of the department's programs: curriculum, instruction, and assessment.
- Ensures the DMCS mission is integrated in all curricular and extracurricular activities.
- Cultivates an open and approachable leadership and learning environment that invites dialogue, creativity and collaboration.

- Develops department goals with faculty that align with school's strategic plan.
- Uses student achievement data with faculty and students to create individual academic growth.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Visits classrooms regularly, conducting and documenting walk-through observations.
- Facilitates parent meetings regarding academic programs for Middle School.

#### **Professional Development & Spiritual Leadership**

- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings.
- Empowers faculty and staff to engage in professional development opportunities facilitating growth in classroom effectiveness, quality and skill.
- Involves faculty in the evaluation of current programs and the planning of new programs.
- Encourages faculty and staff in their faith walk and provides opportunities for spiritual growth and the advancement of the spiritual disciplines of worship, prayer, and Biblical knowledge and understanding.

#### **Administrative Leadership**

- Works collaboratively with the Leadership Team concerning the needs of Middle School, including strategic planning of DMCS.
- Supervises and evaluates direct reports and makes recommendations regarding goals, development and areas of improvement.
- Works closely with the Elementary and High School Principals to ensure continuity of programs and course offerings are in place to support students as they transition from Elementary to Middle School and Middle to High School.
- Collaborates with Middle School Counselor and faculty regarding student discipline needs.
- Organizes and maintains 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.
- Develops the master class schedule in conjunction with the Middle School Guidance Counselor making staff assignments.
- Coordinates with Human Resources in recruitment and selection of employees, maintenance of employee personnel files, corrective action, and other human resource issues.
- Manages the budgetary and financial affairs of the Middle School including partnering with the Director of Business to develop the annual budget.
- Responsible for annual updating of the Middle School student handbook.
- Partners with Human Resources updated Middle School specific sections of the employee handbook.

#### **Community Focus**

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