PHOENIX CHRISTIAN PREPARATORY SCHOOL
ESTABLISHED 1949

Administrative Job Description

Title:	Middle School Principal
Reports To:	**Superintendent**
General Responsibilities:	Provide Christ-centered vision and leadership over the Middle School through day-to-day leadership, strategic planning, and care and support for middle school faculty and staff, students and partnering departments.
Education:	Masters Degree
Contracted By:	**Agreement with the Superintendent**
Evaluation:	Annually by Superintendent

Phoenix Christian Preparatory School Mission

Phoenix Christian exists to educate the mind, form the heart,
and equip the hands of students in a Christ-centered environment.

Required Personal Qualities

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40)
- Regularly attends a local, evangelical church, which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.

- Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Has the spiritual maturity, ability, and personal qualities to "train up a child in the way he should go."
- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meets every day stress with emotional stability, objectivity, and optimism.
- Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that agrees with any applicable school policy.
- Uses acceptable English in written and oral communication.
- Respectfully submits and is loyal to constituted authority.
- Notifies the supervisor/administrator of any policy he/she is unable to support.
- Refuses to use or circulate confidential information inappropriately.
- Appreciates and understands the ethnic and socioeconomic diversity of the Phoenix Christian community.
- Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the public.
- Develops and maintains rapport with students, parents, and staff by treating others with friendliness dignity, and consideration
- Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Seeks the counsel of the supervisor/administrator, colleagues, and parents while maintaining a teachable attitude.

Job Description:

- Promote flourishing educators and students through cultivating a strong awareness of purpose.
    - Develops and carries out the mission and vision of the school that is thoroughly and distinctively Christian in all respects.
    - Collaboratively partners with administrative team in development and refinement of strong professional development for the spiritual and academic growth of the faculty.
    - Assists in updating and refinement of school policies and practices.
- Promote flourishing educators and students through cultivating a strong promotion of best educational practices.
    - Develops and maintains a school that is academically sound.
    - Works continuously with the faculty to refine the aims and objectives of the Christian educational program.
    - Provides instructional leadership.

    - Leads the faculty in continuous curriculum development.
    - Regulates and enforces discipline, both behavioral and mental.
    - Evaluates teachers, and other employees under his/her authority, encouraging them to become the professionals that God has ordained.
    - Assists in the evaluation and dismissal of personnel who do not perform satisfactorily.
    - Supports and refines policies supporting strong attendance and timeliness.
    - Establishes the respective master schedule.
    - Verifies that the proper student records are being maintained including cumulative files, permanent academic reports, and health records.
    - Interviews and recommends to the Superintendent individuals who are suitable for employment in the school.
- Promote flourishing educators and students through cultivating a strong strategy for wellbeing of employees and students.
    - Prevents crises and deals with those that happen.
    - Collaboratively schedules or oversees security systems.
    - Promotes and protects strong culture on the campus, in the parking lot, and in the cafeteria.
- Promote flourishing educators and students through best provision of expertise and resources.
    - Continual growth and responsiveness to major trends in education generally, and Christian education in particular
    - Lead and inspire the instructional process so that teachers and students are guided and stimulated to realize their fullest potential.
    - Supervises an annual inventory of all school supplies & equipment.
    - Ensures that the school buildings & grounds are being properly maintained & safe for students & staff.
    - Collaborates with the Director of Curriculum and Instruction, RISEN Director and the Osborn District in allocation of Title funds.
- Promote flourishing educators and students through cultivation of strong relationships.
    - Maintains a positive relationship with the leaders of other Christian and public schools in the area.
    - Collaboratively promotes school events and activities.
    - Assists in coordinating the school's activity calendar.
    - Is timely and responsive to teacher, student, and parent questions and concerns.
    - Interviews prospective families.

- Attends and participates in scheduled devotional, in-service activities, retreats, committee and faculty meetings.
- Supervises extra-curricular activities, organizations, and outings as assigned.
- Provides input and constructive recommendations for administrative and managerial functions in the school.
- Supports the broader program of the school by attending extra-curricular activities when possible.

- Other, as assigned by the Superintendent