

Kingston Christian School
Principal Job Description
(revised September 2011)

As chief administrator of the school, the principal is accountable for the instruction, discipline, safety, and welfare of the students on school property and at all school related functions. This includes the Bayridge Nursery School, the After School Program, and any other activities that take place under the auspices of KCS.

As such, the principal is responsible for the organization, management, and atmosphere of the school as they relate to the facilities and the daily operation; the co-ordination and co-operation of effort among the school's staff and volunteers; and instruction supervision, program implementation, and curriculum development.

Specifically, the principal has duties which are centered in three areas of the school: educational, administrative, and community.

A. EDUCATIONAL DUTIES

1. Spiritual Leadership

In providing the school community with effective spiritual leadership, the principal is committed to the following objectives:

- a. Subscribing to and promoting the school's Statement of Faith.
- b. Encouraging and cultivating a vision for Christian education for the entire school community.
- b. Promoting the devotional activities of staff and students.
- c. Challenging and assisting the staff in the integration of faith and learning.

2. Instructional Leadership

The principal will ensure that the program and pedagogy are relevant and helpful, by:

- a. Developing, implementing, and evaluating the school's curriculum.
- b. Implementing effective student evaluation and reporting procedures.
- c. Recommending learning resources and supporting staff arrangements to optimize the learning of all students.
- d. Promoting and retaining students appropriately.
- e. Conducting regular classroom visits in an effort to encourage and provide feedback to teachers and students.

3. Staff Leadership

As the leader of the staff, the principal will pursue the following outcomes:

- a. Taking an active role in the recruitment, selection, and appointment of staff.
- b. Assigning and organizing staff in a manner best suited to achieving the school's mission.
- c. Providing for the initiation, training, support, and monitoring of new and inexperienced staff.
- d. Conducting an effective program for the supervision and evaluation of staff.

- e. Maintaining current and appropriate personnel records.
- f. Implementing the school's professional growth and development policy in the light of current and acceptable educational theory and practice.
- g. Encouraging staff to adopt current and appropriate teaching methods and tools.
- h. Conducting regular staff meetings to discuss school environment, curriculum, and procedures.
- i. In consultation with the staff, assigning teacher workload, schedules, timetables, and grade assignments.

4. Student Leadership

The principal will provide the best possible learning environment for all students, by:

- a. Encouraging the development of a positive Christian School culture where students feel they belong and where they develop a love for learning.
- b. Establishing a learning environment that promotes the school's mission.
- c. Demonstrating respect and concern for each student.
- d. Developing and enforcing the school's discipline policy and standards of behaviour which are defined, taught, and enforced.
- e. Dealing judiciously with students who are referred by staff for discipline.
- f. Ensuring the maintenance of complete records of student behaviour incidents and communication with parents.
- g. Providing for the safety, supervision, and health of all students on school grounds during the school day.

B. ADMINISTRATIVE DUTIES

1. The principal is responsible for the day-to-day functioning of the school, including the following:
 - a. Implementing Board policies to achieve the school's stated mission and vision.
 - b. Following the requirements for Independent schools as found in provincial and federal law.
 - c. Overseeing the creation and maintenance of student records according to the requirements as issued by the Minister of Education.
 - d. Ensuring that the school office operates in an efficient and professional manner.
 - e. Overseeing the development of an annual calendar, schedule, and handbooks.
2. The principal must also ensure that the school is a clean and safe environment for all staff and students, by:
 - a. Establishing an effective relationship with caretakers/custodian.
 - b. Regularly evaluating the physical plant and making the necessary recommendations to the Board or appropriate committee.
 - c. Maintaining a regular schedule for practicing fire and evacuation drills.
3. The principal is also responsible for the day-to-day financial management of the school, including:
 - a. Providing input to the Board for the development of the annual operating budget.

- b. Recommending and monitoring the spending of the annual education portion of the budget and ensuring the timely purchase of educational materials and supplies.
- 4. The principal must also develop an effective working relationship with the Board, through:
 - a. Participating with the Board in the implementation of the school's mission and vision.
 - b. Implementing Board decisions within the context of administrative responsibilities.
 - c. Reporting to, advising, and consulting the Board and appropriate Committees on educational matters and shaping policies to improve the operation of the school, as necessary.
 - d. Providing the Board, Committees, the OACS, and CSI with requested information.

C. COMMUNITY DUTIES

In order to maintain positive public relations with parents, the school society, and the wider community, the principal is committed to the following objectives:

1. Ensuring that parent/teacher conferences and interviews are scheduled on a regular basis through out the school year.
2. Demonstrating positive interpersonal relationships with parents, society members, and supporters.
3. Encouraging parental and community involvement in the school.
4. Promoting Christian education in the local churches and the broader community.
5. Fostering relationships with other Christian and educational organizations.
6. Promoting a vision of the school and Christian education to the wider community.