PRINCIPAL
2027-2028 SCHOOL YEAR

General Overview

The school principal is responsible for providing the leadership necessary to educate all students effectively within the school system. The principal is responsible for carrying out school board policies and administrative rules and regulations in the building and leading the assigned staff in developing, organizing, implementing, and evaluating an effective instructional program. The educational program strives to honor the school's mission statement and the Biblical principles established in foundational school documents, such as the CCS Constitution & By-Laws.

The principal is primarily responsible for facilitating a climate in which the curriculum can provide pupils with an exemplary and comprehensive instructional program within a safe, consistent, and ordered learning environment, helping students grow spiritually, achieve academically, and flourish personally through compassionate and approachable leadership.

THE PRINCIPAL REPORTS TO: Community Christian School Board
THE PRINCIPAL SUPERVISES: All Community Christian School Staff

Responsibilities include but are not limited to the leadership of Community Christian School and its programs *(not necessarily exhaustive)*.

1. Spiritual & Character Leadership

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

- Demonstrating a vibrant relationship with Jesus Christ by being a student of the Bible, committed to daily prayer, and actively participating in a local Bible-believing church.
- Operating with the highest level of Integrity and Transparency, ensuring that all decisions and interactions are beyond reproach and align with the school's covenant values.
- Modeling a servant-leader heart characterized by humility, kindness, and a visible love for the students and families of CCS.
- Integrating a Christian worldview into all aspects of the school's program and culture.

2. Relational & Community Leadership

Recognizing that the CCS community highly values a personal and supportive environment, the principal will:

- Maintain high levels of Approachability, ensuring that staff, students, and parents feel heard, valued, and respected.
- Lead with Compassion, balancing the need for academic and behavioral standards with the emotional and spiritual needs of individual students.
- Foster a "family-oriented" atmosphere by being present and visible during school hours and at school events.
- Build strong, collaborative relationships with teachers, providing them with mentorship and the support needed to achieve excellence in the classroom.

3. Vision & Communication

- Articulate the Vision of CCS and Christian education with clarity, confidence, and passion to both internal and external stakeholders.
- Demonstrate Careful and Thoughtful Communication; providing timely, transparent, and consistent updates to staff and families regarding school decisions and changes.
- Collaborate with the School Board to craft and carry out long-term strategic plans that ensure the school's sustainability and growth.
- Act as a problem-solver who uses strategy and discernment to navigate challenges.

4. Educational & Instructional Leadership

- Lead the development, organization, and evaluation of the instructional program to ensure academic excellence.
- Apply Teaching Experience to mentor staff, recognizing the unique challenges of the classroom while moving the school toward collective "best practices."
- Collaborate with the Director of Curriculum in the selection and implementation of curriculum that aligns with the school's mission.
- Conduct regular teacher evaluations that encourage professional growth and accountability.

5. Student Supervision & Consistent Discipline

- Implement and oversee a school-wide discipline plan characterized by Consistency and Fairness, with a specific focus on maintaining unified expectations across the Middle School (Grades 6–8).
- Ensure that discipline is handled with a balance of Firmness and Grace, empowering teachers to manage their classrooms with confidence and support.
- Maintain an effective and safe school environment, taking ultimate responsibility for all activities and student safety.

6. Administrative & Facility Management

- Manage the school budget, and work with the Office Manager to order textbooks, supplies, and equipment within financial constraints.
- Coordinate school improvement efforts, including Title I, grant applications, and MCA testing (Grades 3–8).
- Maintain the building and grounds, ensuring the facility is safe and functional, and implementing emergency drills (fire, storm, etc.) regularly.
- Review, write, and edit all CCS policies and procedures to ensure they accurately reflect the mission and character of CCS, presenting all revisions to the Board for approval.

7. Miscellaneous Responsibilities

- Oversee accurate attendance and grading records (e.g. Jupiter Grades).
- Facilitate communication among parties (government agencies, other schools, the public) to provide information and direction.
- Perform all other acts reasonable and necessary to accomplish the primary function of the role as requested by the CCS School Board.

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Community Christian School does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex, or age. However, Community Christian School is a Christian educational institution and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based upon religion. It is our desire to build an employee community of individuals who are currently actively living out their Christian faith and are in agreement with our Educational Philosophy, Statement of Beliefs & Objectives, Statement on Marriage, Gender and Sexuality, adhering to our policies outlined in Community Christian School's Employee Handbook.