



ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

General Description: This position reports to the elementary principal and provides leadership for the elementary school.

Qualifications

- Masters degree Educational Administration or related field
- Minimum of five years classroom teaching experience
- Minimum of five years experience as an elementary principal
- Eligible for ACSI Administrative Certificate
- A strong clear Christian testimony
- A lifestyle of biblical integrity
- A spirit of dedication, teamwork, flexibility, and responsiveness
- The ability to respond to counsel
- Decisive
- Strong communicator
- Strong knowledge of curricular design
- Acceptance without reservation of the *OCS Parent Covenant, Statement of Faith, and Core Values*

Duties and Responsibilities

Organizational Leadership

- Uphold and regularly promote the OCS Mission and Core Values
- Maintain an excellent working knowledge of all policies, procedures, and handbooks
- Provide an elementary school environment that is Christ-centered, safe, professional, academically challenging, and encouraging
- Maintain professional and effective relationships with the administrative team
- Initiate, lead, and assist with elementary school events and activities
- Assist with general supervision of elementary school students
- Assist the principal with counseling and discipline of elementary school students
- Recommend hiring and dismissal of elementary school faculty and staff
- Assist with supervision and evaluation of elementary school faculty and staff
- Assist the principal in encouraging, developing, and supporting the elementary staff
- Assist with professional development opportunities elementary faculty and staff
- Effectively communicate with students, parents, faculty, and staff
- Participate in admissions interviews
- Participate in elementary school parent conferences
- Assist elementary school teachers in maintaining ACSI certification and requisite credentials
- Assist with elementary school division meetings

- Assist with elementary school budget line items
- Coordinate with the business manager to maintain clean, functional elementary school facilities

Curriculum and Instruction

- Provide oversight of elementary school curriculum and instruction
- Understand and promote the integration of a biblical worldview in all aspects of curriculum and instruction
- Formally/informally monitor academic achievement/progress of students
- Coordinate with the principal to ensure elementary curriculum documents are current and accurate

Spiritual Leadership

- Assist the principal in all efforts to ensure that a biblical, Christ-centered perspective is integrated into all aspects of the elementary school
- Assist with the elementary school chapel program
- Work the principal to establish a spiritual tone for the year via a yearly theme and chapel topics
- Coordinate with the principal to institute positive strategies to develop Christian character in elementary faculty, staff, and students
- Attend and periodically lead elementary school division devotions
- Attend all-staff staff devotions

Self-Leadership

- Maintain a growing relationship with Christ
- Use self-reflection to improve own performance
- Remain current with research, best practices, and developments in Christian school education and K-12 education in general