



Elementary Principal Job Responsibilities

The Elementary Principal is responsible for providing leadership and supervision for the elementary campus of Calvin Christian School (CCS), as directed by the CCS Board of Directors according to the vision, mission, constitution, by-laws, policies, and the initiatives formulated by the Board of Directors. Each Campus Principal reports directly to the CCS Board of Directors in implementing the Board policies.

General Responsibilities

1. Provide spiritual leadership and model a Christ-like attitude and lifestyle for students, staff, parents, and the community; by demonstrating sensitivity, compassion, patience, honesty, and wisdom in all interactions.
2. Provide leadership and direction for the planning, implementation, and management of the educational, extracurricular, athletic, and operational programs of the campus.
3. Implement a context for innovation that improves academic achievement for all students and sets high standards of excellence.
4. Ensure the delivery of a clearly articulated Christian worldview throughout the curriculum.
5. Coordinate and collaborate with the CCS administrative team.
6. Collaborate with, and supervise a team of, campus staff, including teachers, educational assistants, administrative assistants, and other support staff.
7. Build upon and continue improvements in programs, processes, and policies.
8. Assist in interviewing and hiring new campus staff.
9. Assist in interviews for prospective families looking to attend CCS.
10. Coordinate and/or lead staff devotions.

Specific Accountabilities

In order to accomplish the general responsibilities listed above, the Elementary Principal is specifically accountable for the following:

Administrative Leadership

- Fulfill all administrative responsibilities as outlined in the Manitoba Public Schools Act (PSA) and the Manitoba Education Administration Act (EAA). *A PSA- and EAA- referenced administrative responsibility list is available in the school office.*
- Remain responsible for the well-being and safety of students and carry out this responsibility in cooperation with the Health Department, Fire Department, Police Department, and other agencies concerned with the well-being of CCS students.
- Have disciplinary authority over the conduct of each pupil of the school, except during any period the pupil is absent from the school at the request of his or her parent or guardian.
- Remain responsible for the building and grounds during school hours.
- Adhere to the approved campus budget and present any anticipated overruns for approval to the Board of Directors prior to those budget overruns occurring.
- Ensure that regular evaluation and performance review programs are in place for all campus employees.

Instructional Leadership

- Fulfill all curricular and instructional responsibilities as outlined in the PSA and the EAA.
- Relay directives from the Board of Directors and report to the staff on the decisions affecting the instructional program.
- Assign teachers to their teaching responsibilities.
- Maintain a program of teacher professional development.
- Supervise and evaluate teachers in accordance with the school's teacher evaluation policies.
- Procure substitute staff for absent staff members.
- Advertise for new teachers and interview prospective teacher candidates.

Other

- Act in the best interests of the school on issues not specifically defined herein.
- Accept, after consultation, other job responsibilities assigned by the Board of Directors from time to time.

Requirements

- Manitoba teaching certification (or the ability to hold such a certification)
- Master of Education Degree (preferred but not required)
- Demonstrated teaching and school leadership experience as a principal, vice principal and/or administrator (preferred but not required)
- Regular and active attendee in an Evangelical Christian church