



Sandpoint Christian School

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www.sandpointchristian.com

Principal Job Description:

Job Overview: To prayerfully work with board members, faculty, students, parents and families, church, and community members to develop and maintain a school which is thoroughly Christ-centered in action and speech as well as academically superb.

Salary Range and Benefits: \$38,000 - \$44,000 depending on experience. No additional benefits, such as health or retirement, offered at this time.

Responsibilities:

1. Vision, Mission, Educational Objectives:

- To know, model, teach, and enforce the school's adopted Vision, Mission, and Educational Objectives
- To know, model, teach, and enforce our core values to students, faculty, staff, parents, and prospective parents
- To actively seek God's guidance in casting new ideas and new vision

2. Faculty:

- To be the spiritual leader and shepherd, to teach God's Word, to pray for and with staff daily, and to otherwise lead them to be an excellent Christian school teacher
- To be the direct supervisor for all faculty and staff
- To be the liaison between faculty/staff and school board
- To be the instructional leader of a sound and rigorous academic program
- To continuously work towards ACSI accreditation standards
- To teach, coach, and enforce the school's instructional philosophy as written in its entirety, whose preface is below:
 - *For each student to master core knowledge, understanding, and eloquence to demonstrate a life of wisdom for the glory of God*
- To lead the team to interview new faculty and to include board members in the final decision-making process
- To supervise and evaluate faculty both formally and informally and at least annually in written form for the purpose of producing an academically superb learning environment and product
- To lead regular faculty meetings, regular training, and professional development when applicable
- To fulfill LPOSD requirements in applying for Title II funding for professional development

- To lead the faculty to continuously improve curriculum guides, and guide textbook evaluation, and approve all curriculum purchases
- To oversee master scheduling, using teachers and facilities efficiently
- To interview and hire all support staff

3. SCS and Sandpoint Church of the Nazarene:

- Demonstrate the importance of a healthy and positive working relationship between school and our host church
- Act as a liaison between school and church
- Advocate for the care and maintenance of the church's campus
- Understand the written Maintenance Agreement between school and church
- Attend weekly meetings with Nazarene staff to foster our relationship, pray together, and plan facility logistics

4. Parents & Community:

- To lead, encourage, and supervise teacher and school communication with parents
- To work with faculty to keep students and parents adequately informed of student challenges, failure, and/or giftedness
- To interview new families and be the gatekeeper for enrollment, with special consideration to meeting the standards for the spiritual walk of the family and academic levels of the student
- Maintain and promote good relationships with families and community
- Act as a mediator for families, students, faculty, and school board
- To attend school board meetings and report on current issues
- To find and supervise all volunteers
- Communicate regularly with families by sending a weekly e-newsletter, health alerts when necessary, and other notifications as needed

5. Students:

- To instruct and disciple students to grow in their walk with the Lord according to the Bible, the Student Handbook, and other school-adopted materials
- To encourage and support faculty in their work with students
- To lead and monitor effective Biblical discipline
- To coordinate student activities when applicable
- To collaborate with LPOSD in recommending students for evaluations

6. Financial oversight for school:

- To monitor and stay within the approved budget
- To approve expenditures for your departments
- To ensure internal controls for all money handling are in place and in compliance
- To advocate for teachers and procure the funding required for a rigorous, Christ-centered education
- Have an anticipatory view of spending