

## **Lower School Principal**

### **Immanuel Christian School**

#### **Position Overview**

The Lower School Principal is directly responsible to the Head of School in the supervision of the lower school instructional program (grades K-6). The main responsibility of the Principal will be to oversee the spiritual, social and academic programs of the lower school as required by the School Board and accrediting agencies. This is a year-round position.

Areas of responsibility include:

#### ***Supervision***

- *Observe and evaluate faculty*
- *Oversee professional development*
- *Mentor and lead the lower school team*
- *Coordinate with Enrollment Manager on review of student applications*

#### ***Curriculum***

- *Oversee textbook and curriculum review process*
- *Remain current on education issues, state and national standards and trends*
- *Coordinate scope and sequence for all grades, with Upper School Principal*

#### ***Recruitment***

- *Develop effective faculty recruitment strategies*
- *Oversee faculty interview process*
- *Provide orientation and assist with new faculty transition*

#### **Qualifications**

Professional qualifications include a master's degree in education and a minimum of five years teaching experience. The Principal will be a Christian who is able to give clear testimony to having accepted Jesus Christ as Savior and Lord. As a mature believer, this person should be able to effectively model an obedient Christian walk before students, faculty, staff and the community we serve. Because Immanuel Christian School is a significant ministry of Immanuel Bible Church, the Principal should be passionate about the mission of Christian education and must be a member of Immanuel Bible Church.

#### **Salary and Benefits**

Benefits include: health and dental insurance, life insurance, paid vacation and school holidays, 403b retirement account contributions and ICS student tuition discount.

Hiring salary range available upon request