



## K-6 Assistant Principal, Maple Valley Elementary

*RCS employs Christian educators who are innovative, creative, nurturing, and relational. If you are gifted in fostering curiosity about learning, engaging student participation, developing critical thinkers, and building student leadership in a safe and trusting environment, we welcome you to consider a career at Rainier Christian Schools.*

**Title: Assistant Principal**

**Overview:** The administrator is a college graduate, who is a born-again Christian, who has been called of God to educational ministry.

**Reports to:** Principal

**Evaluation:** Administrator performance will be evaluated in accordance with this Job Description.

**Status:** Full Time, 11-month contract

**Salary:** \$60K-\$65K, full paid medical, and 50% tuition discount.

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**Title: Assistant Principal**

**Assistant Principal:** The Assistant Principal works directly with principal, front office team, and faculty to promote school safety, manage student discipline and supervision and positively nurture the school's culture. Additionally, the Assistant Principal upholds and recommends changes to school policies contained in Parent-Student Handbook. The Assistant Principal serves as the building administrator in charge when the principal is off campus.

**Preferred Qualities**

Seeks to grow in educational leadership abilities in order to assume the principalship.  
Possesses at least three years teaching experience at the elementary level.

**Required Personal Qualities**

- Have a personal relationship with God through faith in Jesus Christ
- Believe that the Word of God is the standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a regular attendee at a Bible believing church
- Exhibit love and grace in their relationships

**Essential Duties**

Reflect the purpose of the school, which is to "Educate and Develop the Whole Person for the Glory of God!"

Demonstrate a basic understanding of a comprehensive field of knowledge, normally attained through a bachelor's degree or higher in related field.

Demonstrate competency in educational administration

Apply best practices for the management of school culture, discipline, and interactions with students, staff, and parents.

Keep an attractive, clean, well-ordered, office space.

Manage student discipline and accurate recorded keeping the SIS.

Models positive and winsome interactions with students, staff, parents, and guests. Monitors and maintains security cameras

Proactively communicate with students, parents, and the administration, providing sufficient notice of deficiencies and failure, following established guidelines

Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity and consideration

Know the procedures for dealing with emergency situations, alarm systems, pumphouse, and water system.

### **Supplemental Duties**

The administrator shall:

Supervise extracurricular activities as assigned

Utilize education opportunities and evaluation processes for professional growth

Support the broader program of Rainier Christian Schools by attending extracurricular activities when possible

Perform any other duties that may be assigned by the Principal.

### **Physical Requirements**

Handle work which deals mostly with people, objects, equipment in a general setting

Bend, stoop, twist, turn, reach, lift up to 50 pounds, carry, pull push, climb, and kneel, walking and standing approximately 50%-75% of the work day

Recognize differences in sound; such as voices/noises that are loud and playful versus angry and combative, able to differentiate tones and volumes in conversation

Be able to perform child restraint as necessary if child is going to harm themselves or others

Be able to think innovatively when tasks are not governed by standard practices

Handle most tasks with energy and good organizational skills

Take CPR and First Aid classes as prescribed

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary. Rainier Christian Schools does not discriminate against applicants and employees on the basis of race, color, or national/ ethnic origin.

