



Rainier Christian Schools Principal, Rainier Christian High School

JOB DESCRIPTION The high-school principal provides spiritual and instructional leadership for grades 9-12. As a building leader, the principal is responsible for every aspect of the campus including the safety and welfare of students and staff. Principals establish and maintain a positive Christlike atmosphere across informal and formal interactions with students, families, and staff. The principal reports to the President.

Essential Skills

A. PERSONAL

- Demonstrates an enthusiasm for life and learning with a good sense of humor.
- Has a genuine love for young people and their families.
- Possesses a high energy level, personal stamina, and a willingness to work hard.
- Uses academic English in written and oral communication; speaks with clear articulation.
- Demonstrates the character qualities of courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meets everyday stress with emotional stability, objectivity, and optimism.
- Maintains a professional appearance of cleanliness, modesty, good taste, and agreement with school policy
- Develops and maintains rapport with students, parents, and staff treating others with respect, friendliness, dignity, consideration, and impartiality.

Key Responsibilities

- A. **SPIRITUAL LEADERSHIP** – Develop the spiritual leadership of all those associated with the school, (I Tim.2:2).
 - Provide spiritual leadership to teachers, parents, and students by example and instruction
 - Encourage harmony among the staff.
 - Be personally involved in a church.
 - Promote the development of a servant's heart among the staff to facilitate ministry to students, staff, and parents.
 - Agrees with RCS' Statement of Faith.
 - Encourages continual spiritual growth of each staff member by example and by counsel.

- B. INSTRUCTIONAL LEADERSHIP** – Provides supervision for the entire school.
- Supervises and evaluates 9-12 instructional staff, specialists, and support staff
 - Responsible for compliance with all regulatory agencies.
 - Plan, with assistance of other administrators, the joint all-school functions
 - Seek to maintain the unity of the Spirit while promoting the spiritual growth of the students and staff. (Col. 1:27, 28; 3:16, 17)
 - Provides technical assistance related to teaching and learning functions
 - Responsible for supervision and evaluation of all employees in the performance of their duties, including retention and dismissal.
 - Encourages educational growth through teacher certification with the State or ACSI and the pursuing of graduate courses in their appropriate fields
- C. ENTREPRENEURIAL LEADERSHIP** – Leverages resources and attracts new partnerships to the school.
- Develops partnerships to grow enrollment and acquire additional resources.
 - Reviews expenditures and makes recommendations for cost savings.
 - Promotes business and marketing pathway for students.
 - Works with resources in current budget.
 - Develops new ideas to attract and retain families.
- D. ORGANIZATIONAL LEADERSHIP**– Possesses managerial and organizational competencies.
- Reviews key data and uses data to improve outcomes.
 - Adeptly manages instructional resources, staff syllabi, building documents, and all compliance related files.
 - Maintain accurate records for the facility and maintenance.
 - Ensures classrooms, common areas of campus are clean, safe, and maintained.
- E. OUTREACH LEADERSHIP**–Key spokesperson for the High School and Rainier Christian Schools.
- Advances lines of communication with area churches.
 - Raises community awareness of signature programs and RCHS
 - Develop and/or sustains relationships with community partners.
- F. MISCELLANEOUS** – Duties as assigned by the president deemed necessary to the effectively and efficiently manage the school.

Revised January 2019