



CROSSINGS CHRISTIAN SCHOOL

DEVELOPING CHRIST-CENTERED SERVANT LEADERS

Position: Lower School Assistant Principal

Classification: Salary, Exempt

Division: Lower School

Primary Reporting Relationship: LS Principal, Secondary Report to Head of School

Mission: Partner with parents and church to develop students into Christ-centered servant leaders who are academically and spiritually prepared for college and life.

Job Description: The Lower School Assistant Principal is viewed as a co-leader assisting and supporting the Lower School Principal.

Employee Profile:

- Acceptance without reservation of the CCS Statement of Faith
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily
- Consistent participation in a local church community
- Commitment to the CCS Mission and purpose

Spiritual Profile:

- Models a consistent daily walk with Jesus Christ in speech, actions, attitudes
- Sets example of the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship
- Implements biblical principles as they relate to the spiritual well-being of students, parents, and staff
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff
- Shows support for the role of parents as primarily responsible before God for their children's education and assists them in the task
- Encourages students to accept God's gift of salvation and grow in their faith
- Emphasizes to students the reality of their self-worth in Christ
- Foster spiritual growth in the lives of students through various means when appropriate and applicable

Professional Profile:

- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school in addition to direct reports as stated on the organizational chart
- Maintains a clean, attractive, well-ordered workspace
- Accepts a share of responsibility for extra duties as assigned by Head of School and/or direct supervisor
- Utilizes educational opportunities and evaluation processes for professional growth
- Seeks the counsel of administration, colleagues, and parents, and is teachable
- Provides input and recommendations for administrative and managerial functions in the school
- Attends and participates in applicable scheduled devotional, committee, and faculty meetings
- Demonstrates knowledge of procedures for dealing with emergencies

- Contributes to the general improvement of the school program
- Cultivates positive relationships with parents, teachers, and students where applicable
- Communicates with staff, students and parents effectively, clearly, and with grace.

Personal Profile:

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meets everyday stress with emotional stability, objectivity, and optimism
- Exercises friendliness and consideration, treating students, parents, and staff without partiality
- Submits respectfully and is loyal to constituted authority
- Maintains a personal appearance that is a model of cleanliness, modesty, and good taste
- Uses acceptable and professional English in written and oral communication
- Develops and maintains rapport with students, parents, and staff to promote a positive learning environment
- Recognizes the need for good public relations while representing the school in a favorable and professional manner to its constituency and the general public
- Demonstrates an appreciation and understanding of the uniqueness of the local community

Responsibilities:

- Oversees integration of biblical principles and the Christian philosophy of education throughout the curriculum
- Promotes valid teaching techniques to achieve curriculum goals and promote student learning
- Supports the planning of a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his or her best work
- Encourages teachers in the use of a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, intellectual, physical, social, emotional.
- Assists in planning and supporting regular teacher meetings for the purpose of training, encouraging, and helping teachers set and reach their goals and disseminating school wide information
- Oversees student assessment and the provision of progress reports as required
- Trains teachers when appropriate on classroom management and proper discipline in the classroom and on the school premises for a good teaching environment
- Assists in providing feedback, encouragement, and evaluation through classroom visits, walk through evaluations, and formal annual evaluations.
- Assists in hiring, placing, and making recommendations to dismiss with headmaster and principal approval
- Collaborates on the Lower School budget
- Reviews curriculum decisions and purchases for classrooms
- Communicates regularly with teachers, parents and students both formally and informally
- Supports teachers when discipline in the classroom is ineffective
- Oversees recess and before and after care effectiveness
- Receives training under current administration, particularly in the area of developmental readiness
- Ensures adequate supervision is established and engaged
- Maintains supervisory awareness of service quality of outside vendors such as lunch, janitorial, maintenance, and security
- Attends all lower school extra-curricular functions and all-school functions

- Participates as part of the administration team

Required Skills and Abilities:

- Masters in Educational Leadership or Administration
- Appropriate school certification
- Basic computer skills including school-specific software