**Shalom Mennonite School**

**Job Description**

**Position**: Principal/Administrator

**Reports to**: SMS Board of Trustees

**Essential Job Functions**:

The Shalom Mennonite School *Principal/Administrator* shall:

**Relationship to the School Board**

1. Communicate with the Board chairman in developing the agenda for all regular monthly Board meetings.

2. Attend and give a report at all monthly Board meetings which provides the Board with ongoing information concerning operational finances, personnel, goals, program, calendar, issues affecting the daily operation of the school, future development, etc.

3. Bring to the January Board meeting recommendations and information regarding faculty positions and salaries for the next school year.

4. Assist the faculty committee in the search for and interviewing process of potential teachers.

5. Represent the faculty to the Board.

6. Communicate Board directives and decisions to the faculty as necessary and appropriate.

**Administration & Management**

1. Administrate the mission, philosophy, guidelines, and objectives of the school and policies established by the Board, carefully and responsibly interpreting these as necessary.

2. Be ultimately responsible for developing and maintaining a school culture that values orderliness, friendliness, respectfulness, and which, overall, is conducive to learning and honoring to Christ.

3. Give direction to and designate reasonable responsibilities to the school secretary.

4. Oversee the registration and enrollment processes, including interviewing prospective parents/students, and making retention decisions in consultation with the teachers.

5. Develop and administrate the school calendar (officially published in April/May for the next year).

6. Develop a proposed annual budget for Board consideration and adoption.

7. Oversee and/or approve all school purchases. Major purchases and purchases outside of the budget shall be approved by the Board.

8. Ensure that security procedures for safeguarding cash and checks at the school are carefully followed.

9. Oversee any board-approved fundraising efforts.

10. Oversee and assist in the planning of and moderate all annual school functions. This shall include at least one school program and an 8th grade graduation service. Graduation speakers shall be approved by the school board.

11. Maintain a file of important school procedures and activities to enhance school operations and planning from year to year.

12. Develop and/or maintain the Student-Parent Handbook and the Faculty Handbook. Changes to these shall be approved by the Board.

13. Develop and maintain activities/traditions that will enhance home-school relationships and foster a positive school culture.

14. Identify problem/weak areas of the school and lead out in determining solutions.

15. Involve parents, educational consultants, and the supporting church community in the research process when they can assist.

16. Keep abreast of current research being done in the field of education.

17. Be aware of legal requirements for private schools as established by local, county, state, and federal agencies and ensure that they are met.

18. Demonstrate a sensitivity to the need for development and future school change relating to program, facilities, and personnel.

19. Ensure that school property and facilities are safe, clean, maintained, and in good repair.

20. Designate a staff member as “staff member in charge” who will perform all daily administrative and management duties essential to the effective operation of the school when the administrator is absent.

21. Oversee the utilization and selection of classroom mothers and other volunteers.

**Supervision of Faculty & Instruction**

1. Be the chairman, servant, and shepherd of the faculty.

2. Be responsible for a devotional & prayer time prior to the beginning of each school day so as to lead and encourage the faculty in their spiritual growth.

3. Be sensitive to the need for unity and a team spirit among faculty members.

4. Be both spontaneous and intentional in interacting with and relating to the faculty so as to encourage and assist them in the fulfillment of their duties and calling.

5. Encourage and facilitate both formal and informal spiritual and professional development of the faculty (i.e. periodicals, books to read, conventions/seminars, in-service days, etc.)

6. Plan teachers’ in-service days and new teacher orientation (if necessary) prior to the beginning of each school year.

7. Arrange for observation by teachers in other classes or schools.

8. Plan and chair periodic faculty meetings (no less than monthly), as well as individual meetings as necessary.

9. Keep the faculty informed through daily announcements.

10. Assist and support faculty members in identifying, discussing, and finding solutions to problems, taking initiative where necessary.

11. Oversee the curriculum, including overseeing the selection of textbooks and proposing and implementing curriculum changes.

12. Ensure that all state academic requirements are met.

13. Work out daily/weekly class schedules.

14. Develop and/or maintain a job description for each teacher.

15. Work out equitable and reasonable workloads for faculty members.

16. Arrange for substitute teachers and staff as needed.

17. Develop and maintain faculty performance evaluation standards and forms.

18. Establish mentoring relationships for first-year teachers as necessary.

19. Complete two formal evaluations of each teacher each year (three of first-year teachers). The results should be discussed privately with each teacher and then filed for future reference.

20. Make frequent non-official visits to the classrooms.

21. Ensure that daily, weekly, quarterly, and yearly curricular goals are generally being met.

22. Develop, maintain, administer, and oversee the school disciplinary and classroom management policies.

23. Oversee standardized testing, new student entrance testing, as well as the general program for all testing.

24. See that cumulative student records are complete and current.

25. Initiate completion of the annual yearbook and approve the final product.

**Parent, Student, and Community Relations**

1. Oversee and give direction to the preparation of memo items, monthly newsletters, and other communication so that both parents and the community are informed as necessary.

2. Execute procedures for days off or late openings due to inclement weather or emergencies.

3. Assist in planning PTF meetings and moderate them.

4. Oversee the planning of at least one set of parent-teacher conferences each year.

5. Be available to meet parents and other interested people.

6. Give prompt and careful attention to all complaints.

7. Maintain proper and good relationships with the PA Department of Education, local school district, and any other applicable government agencies.

8. Develop and maintain daily and intentional interaction with students for the purpose of building rapport, respect, and a positive school atmosphere.