

SONLIGHT RIVER BRETHERN SCHOOL

Principal's Job Description

Code

1. Acts
2. Acts and reports to board or its committees
3. Suggests to council, or its committees, then acts
- A. Assists the board or its committees
- D. Delegates

I. Personal Development

- 1 1. Seeks to maintain and develop his own spiritual life through prayer, Bible study, and attendance at worship services of the brotherhood.
- 1 2. Develops his skills through reading, observation, added schooling, etc.
- 3 3. Attends appropriate conferences and institutes.
- 1 4. Seeks to maintain good physical health.

II. The Principal as Spiritual Leader of the School

- 1 1. Meets with and directs teachers in a regular prayer & devotion time.
- 1 2. Encourages spiritual health and growth of the teaching staff.
- 1 3. Encourages proper spiritual emphasis in the classrooms.
- A 4. Arranges for regular devotional assemblies.
- 1 5. Encourages teachers to discern children's spiritual needs and provide appropriate counseling and/or referrals
- 1 6. Sees that the Christian philosophy of education permeates all instruction in the school.
- 2 7. Encourages spirit of Christian unity and fellowship in the faculty and staff.

III. The Principal as an Administrator

- 1 1. Is responsible for making reports and bringing recommendations to the School Council and its committees. Regular attendance at school council meetings is expected.
- 1 2. Carries out policies adopted by the School Board
- A 3. Locates, interviews, and recommends, in cooperation with the Staff Committee and Council, teachers and other school personnel for employment.
- 1 4. Orients, supervises, and helps train staff members, including non-instructional personnel.
- 1 5. Arranges regular purposeful meetings for teachers.
- 2, 3 6. Develops and supervises adequate programs in the academic, P.E., health and safety, vocational, and service areas.

- 2 7. Makes periodic evaluation of textbooks and other instructional materials to keep the curriculum up-to-date and sound in content and method.
- 2 8. Keeps on file an accurate inventory of all school equipment, books, and supplies and recommends to the Curriculum Committee repairs, replacements or additions as needed and possible under the budget.
- 1, D 9. Orders all school materials and checks invoice for all purchases.
- 2 10. Is responsible for all special school programs, projects and activities, even though he delegates the direction of such activities.
- A 11. Is responsible in all public relations, even though some areas may be delegated.
- 2 12. Approves all admissions, transfers, promotions, accelerations, retentions, suspensions or expulsions in line with policies adopted by the Council. Council must approve recommendations for expulsions.
- 1, A 13. Interviews all prospective students and/or their parents, consulting with the Student Body Committee with any questions or special cases.
- 1 14. Holds orientation sessions for all families new to the school.
- 1, D 15. Administers proper tests or receives adequate records for all prospective students.
- D 16. Is responsible for hygienic conditions in the school (proper seating, light, heating, ventilation, sanitation, etc.).
- 1 17. Provides a systematic plan for reporting pupil progress.
- D 18. Keeps a cumulative record of each pupil in the school office.
- 1 (2) 19. Deals with salesmen, the public schools and the general public.
- A 20. Assists the School Council in setting up and supervising:
 - a. Annual calendar
 - b. Annual budget for:
 1. Projected revenues needed
 2. Salaries
 3. Expenditures
- 3 21. Prepares a school handbook or catalog listing philosophy, objectives, policies (including discipline), services, personnel, etc. for general distribution.
- 2 22. Prepares a staff handbook for the school, and keeps a copy available for council member use.
- 1 23. Represents the needs and interests of the school staff before the School Council.
- 2 24. Secures and supervises substitute teachers as needed.
- 1 25. Encourages teachers in their professional growth.
- 1, 2 or 3 26. Deals with staff members who disrupt the school's work according to Matt. 18:15-17, enlisting the help of the School Council and the Servant Body when necessary

- 1 27. A. Is responsible for developing in each student a wholesome respect for constituted authority in the school.
 B. Is to maintain good pupil control and discipline in the school and to handle all serious discipline problems beyond the responsibility of the teacher.
 C. This includes establishing and supervising proper standards of pupil conduct. Reports regularly to Council on these matters.
- 2 28. Sets up and supervises an adequate testing program for the school.
- 1, 2 or 3 29. Answers all correspondence coming to the school.
- 1, D 30. Appoints and supervises the school library staff. Also, supervises the operation of the library or delegates the responsibility to other staff members.
- 2 31. Approves and orders new accessions for the library, based on budget and library committee policies.
- 1 32. Organizes and supervises the administration of the school office.
- 1 33. Is responsible with the office secretary or volunteers for providing first aid treatment for all injuries or illnesses that are beyond the responsibility of other staff members.
- 1 34. Schedules and coordinates all class and library periods and other school activities.
- A 35. Is responsible to see that the school meets all state code requirements.
- 3 36. Represents the school in Christian School Association activities:
 a. Attends appropriate principal's conferences each year.
 b. Participates in principal's Fellowships.
 c. Participates with teaching staff in Institutes for Teachers.
- 3 37. Is responsible for planning and supervising safe and efficient pupil transportation.
38. If the school operates a bus, he, in cooperation with transportation committee:
A a. Plans bus routes
A b. Studies costs of transportation and recommends rate for fares.
A c. Secures drivers for the school bus and orients them in the duties and responsibilities of driving the school bus.
1 d. Sets up regulations for pupil conduct on the bus.
1 e. Takes disciplinary action in cases of misconduct on the bus.
D f. Keeps vehicles in proper repair and running conditions – tires, change of oil, lubrication, brakes, and special mechanical repairs.
- 1 39. Helps plan parent-teacher fellowships.

IV. The Principal as a Supervisor

- 1 1. Tries to know each child personally.
- 1 2. Seeks to follow the progress of each pupil in the school.
- 1 3. Works with teacher and parents in solving academic and other problems and meeting ongoing needs.
- 1 4. Knows how each class is meeting its work schedule.
- 1 5. Checks teacher class plans occasionally.
- 1 6. Visits classes regularly
- 1 7. Counsels with the teacher after each classroom visit.
- 1 8. Keeps a confidential record of each classroom visit.
- 1 9. Submits evaluations of teachers to the council annually and makes recommendations for re-hiring.
- 1 10. Helps each teacher maintain Christian discipline and room control.
- 1 11. Directs the standardized testing program in all classes and provides for recording the results.
- 1, D 12. Is responsible for the supervision of the playground, washroom, etc. even though he may delegate the actual work.

V. The Principal in Public Relations

- A 1. Represents the school before the Public.
- A 2. Promotes the school in the supporting congregation.
- A 3. Writes occasional informative articles for the congregation's newsletter.
- 1 4. Communicates regularly with the school parents by newsletter or other forms of communication.
- 1 5. Provides a parent orientation program or letter at the beginning of the school year.