



TERRA CEIA CHRISTIAN SCHOOL

Principal Job Description

Position Overview

The principal of Terra Ceia Christian School serves as the daily leader of the school. This individual is responsible for overseeing all aspects of school life, including academics, spiritual development, operations, and community relations. Working closely with the assistant principal, the principal ensures that the school's mission to provide a Christ-centered education is at the heart of every decision. The principal will lead with a focus on academic excellence, spiritual growth, and operational effectiveness, while fostering a positive and nurturing environment for both students and staff.

Key Responsibilities

1. Spiritual Leadership

- Serves as the primary spiritual leader of the school, guiding the school community in its mission to integrate Christian faith in education.
- Promotes and models Christ-like behavior, serving as a mentor and spiritual advisor to students, staff, and parents.
- Ensures that Biblical values are woven into the school's curriculum, culture, and activities.

2. Academic Leadership

- Provides leadership for the development and implementation of the school's academic programs in partnership with the assistant principal.
- Collaborates with the assistant principal and faculty to enhance instructional strategies, ensure curriculum alignment, and improve student learning and performance.
- Leads the accreditation process and ensures compliance with state educational standards.
- Performs teacher evaluations and provides mentorship and professional development to support teachers and enhance teaching quality.

3. Administrative Responsibilities

- Serves as the lead administrator, responsible for all school operations, including budgeting, scheduling, staffing, and facilities management.
- In collaboration with the assistant principal, manages school operations to ensure a safe, productive, and faith-filled environment for learning.
- Develops and manages the school's annual budget in partnership with the school board, ensuring sound financial management and sustainability.
- Handles high-level discipline issues and makes final decisions on student matters, while delegating day-to-day discipline to the assistant principal.
- Communicates regularly with the school board, providing updates on school performance, challenges, and future plans.

4. Leadership and Staff Development

- Oversees the assistant principal, empowering him or her to manage certain aspects of daily school operations and administrative tasks. Also provides opportunities for leadership development for the assistant principal.
- Leads and guides the teachers and staff, providing vision, leadership, and encouragement to help them achieve their professional and spiritual goals.
- Sets clear expectations for staff performance and conduct, promoting a collaborative, Christ-centered work environment.

5. Student and Family Engagement

- Foster strong relationships with students and their families, maintaining open lines of communication and a welcoming school culture.
- Be an active and visible presence within the school, engaging directly with students, faculty, and parents.
- Promote a safe and nurturing environment where students are challenged to grow academically, spiritually, and socially.
- Work with the assistant principal in handling student discipline, intervening in more serious situations when necessary.

6. Community and Church Relations

- Acts as the primary liaison between the school and the local Christian community, fostering partnerships with local churches and ministries.
- Represents the school at community events, fundraisers, and school activities to promote the school's mission and build a positive public image.
- Considers fundraising initiatives to support the school's financial health and growth, with input from the assistant principal and school board.
- Encourages parental involvement in school activities, building a strong school-family partnership.

Qualifications

- Faith Commitment: Has a strong personal relationship with Jesus Christ, involved in a local Christian church, and demonstrates Christian values and integrity.
- Education: Has or is earning a master's degree in education, educational leadership, or a related field. A Bachelor's degree with significant education and leadership experience may also be considered in lieu of a master's degree.
- Experience: Significant experience in education, including a leadership role. Experience in Christian education is preferred.

*If you feel called to apply for this principal position and do not meet the above qualifications in your education and/or experience, please check with Paul Bootsma (pebootsma@outlook.com, 360.306.4048) about exceptions to these qualifications.

Skills and Competencies

- Strong commitment to the school's Christian mission and philosophy.
- Proven ability to lead both spiritually and academically with vision and wisdom.
- Exceptional communication, organizational, and interpersonal skills.
- Ability to manage finances, including budgeting, resource allocation, and reporting to the board.
- High emotional intelligence and experience managing staff, students, and community relationships in a compassionate yet effective manner.
- Strong decision-making and problem-solving skills, particularly in a collaborative environment.

Personal Attributes

- Christ-centered, willing leader who demonstrates humility, grace, strength, and integrity in every aspect of their leadership.
- Adaptable, willing to handle a wide range of tasks and roles within our school context.
- Passionate about Christian education and committed to the holistic development of students—academically, spiritually, socially, and emotionally.
- Able to work effectively with the school board, assistant principal, staff, and families to share responsibilities and collaborate on school-wide initiatives.

Benefits:

- Salary commensurate with the position, experience, education/training, and school salary schedule
- Health stipend
- Continuing education assistance
- Tuition discount for children attending TCCS

Work Period: Year-round (shorter hours in summer) following school calendar

- On site when school is in session
- Attending and supervising before and after school activities and meetings

Terms of Employment: Full-time