



Position Description

Preschool & Elementary Principal

Position Reports To:	<ul style="list-style-type: none">• Superintendent
Position Status:	<ul style="list-style-type: none">• Full-time, exempt, at-will, administrative
Position Requirements:	<ul style="list-style-type: none">• Type 75 (or comparable) Certificate• Elementary teaching experience• School administration experience; principal experience preferred• Commitment to non-denominational biblical philosophy• Excellence in written and oral communication
Character Description:	<ul style="list-style-type: none">• Acknowledge Christ as Savior• Actively support ACS Mission, Vision, and Statement of Faith• Be a Christian role model in attitude, speech and actions and live by the ACS Lifestyle Agreement• Participate in a local, Bible-believing church• Exhibit servant leadership• Loyal and maintain confidence• Be an encourager and self-starter

Position Overview

The Preschool & Elementary Principal is responsible for positively representing the school to the community and parents; effectively leading the faculty; and overseeing student life, discipline, and the educational program.

Position Responsibilities

Primary Oversight of Elementary School

Serve as primary leader of the preschool and elementary programs
Coordinate faculty and support staff hiring and supervision with HR assistance
Make final review of all PS/ES admissions decisions
Supervise course offerings, master schedule, and daily schedules
Coordinate and supervise extracurricular clubs/offerings to elementary students
Coordinate with Leadership Team to establish healthy, "whole school" approach
Communicate effectively with parents both proactively and responding to concerns
Provide and supervise effective and periodic communication to PS/ES parents and students
Coordinate and lead PS/ES program events (open house, PTC, awards, chapels, K graduation, etc.)
Represent or coordinate PS/ES leadership at all appropriate school events
Implement, review, and recommend revisions as needed to PS/ES Handbook policies

Faculty and Staff Supervision

Supervise, coordinate, and evaluate PS/ES faculty and support staff
Implement consistent formal and informal faculty observations
Assist Leadership Team in providing consistent faculty professional development
Coach faculty through growth and correction as needed and manage effective faculty conflict resolution
Provide oversight of academic guidance and handbook policies
Provide oversight of services to special needs students (IEPs, Resource, etc.)
Provide oversight of discipline and student life

Student Management

Supervise management of academic conflict, student behavior, and attendance issues
Initiate academic or disciplinary probation and make recommendations for dismissal when necessary
Provide biblical counsel to struggling students
Assist students in conflict resolution

Miscellaneous

Collaborate with Advancement Department for admissions and retention efforts
Collaborate with staff, Parent Connect, and families for volunteerism

Other duties as deemed necessary/appropriate by the Superintendent



Physical Requirements to Fulfill the Essential Functions of a Preschool & Elementary Principal

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
OUTDOOR DUTY			X
*COLD (50°F OR LOWER)		SEASONAL	
*HEAT (90°F OR HIGHER)		SEASONAL	
GASES/FUMES/DUST	X		
CHEMICALS/SOLVENTS	X		
NOISE			X
HIGH STRESS		X	
INTERRUPTIONS			X
NEED FOR FREQUENT RESTROOM BREAKS	X		
OVERTIME NECESSARY	X		
CLIMBING STAIRS			X
CRAWLING	X		
STANDING			X
SITTING			X
WALKING			X
RUNNING	X		
KNEELING	X		
BENDING			X
REACHING OVER SHOULDER	X		
REACH WHITEBOARD HEIGHT		X	
PUSHING		X	
PULLING		X	
MOVING HEAVY ITEMS			
LIFTING/ LOWERING:			
up to 20 lbs			X
up to 50 lbs	X		
more than 50 lbs			
LIFTING OVER SHOULDER:			
up to 20 lbs	X		
up to 50 lbs			
more than 50 lbs			
CARRYING:			
up to 20 lbs			X
up to 50 lbs			
more than 50 lbs			

OPERATE MACHINERY	OCCASIONAL	FREQUENT	DAILY
TELEPHONE			X
FAX	X		
COPIER			X
COMPUTER			X
PRINTER			X
CALCULATOR	X		
PROJECTION EQUIPMENT			X
OTHER AV EQUIPMENT		X	
OTHER (Please List)			
OTHER REQUIREMENTS	OCCASIONAL	FREQUENT	DAILY
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERGENCY HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA		X	
PREPARE REPORTS	X		
VISUAL ACUITY: NEAR			X
VISUAL ACUITY: FAR			X
COLOR DISCRIMINATION	X		
SPEAK CLEARLY			X
HEAR CLEARLY			X
MANUAL DEXTERITY	X		
EYE/HAND COORDINATION	X		
DRIVING	X		

Date job description last reviewed: 11/15/2023

Reviewed by: S Etchison