



Elementary Assistant Principal Position Posting

DESCRIPTION:

The Elementary Assistant Principal works closely with the Dean of Academic Affairs and other administrators to oversee and manage all the programs and families of the Rosehill Christian School kindergarten through fifth grades. The Elementary Assistant Principal will spiritually, strategically and practically lead the Elementary academic and extracurricular programs. Through striving for excellence in academics, athletics, and fine arts, the Elementary Assistant Principal will work to improve academic performance, social-emotional learning, and the culture of the elementary school. This position reports to the Dean of Academic Affairs.

RESPONSIBILITIES:

- Supervise the elementary school staff. This includes assisting in hiring/orientation; performing instructional evaluations; coaching teachers to improve instruction and techniques; teacher classroom management techniques; planning and directing meetings, staff development, trainings and inservices; and listening to staff concerns, gathering feedback, make changes, and encouraging all staff.
- Supervise the students. This includes managing teacher supervision, student and parent orientations to school policies and procedures and discipline codes; behavior counseling; discipline management; and student recognition.
- Perform communication and public relations activities with parents, business leaders and community members. Listen and respond to parent concerns with sensitivity.
- Conduct parent and student meetings and attend all after school activities.
- Supervise curriculum and instruction. This includes assisting the Dean of Academic Affairs in the selection, training and implementation of curriculum, maintaining school standards and supporting school wide initiatives.
- Support elementary school scheduling and the implementation of strategic goals and objectives for all elementary grades.
- Capture and analyze test and other academic data, determining ways to improve instruction and student performance and parent relations and expectations.
- Assist the Dean of Academic Affairs with developing and managing the Elementary budget, annual calendars, and schedules.
- Make presentations to students and staff at RCS and also at conferences
- Effective use and understanding of technology in organization, administration and instruction.
- Generate a culture where the students want to continue to be a Rosehill Eagle through high school
- Perform any other related duties as required or assigned

QUALIFICATIONS:

- Graduate degree (M.B.A., M.A., etc), plus 5 years related experience, or equivalent combination of education and experience.
- Active member of a local church with a like minded statement of faith and morality statement
- Understanding of best practices and effective classroom instructional strategies.
- Demonstrates servant leadership with Christ exhibiting the fruit of the spirit.
- Effective verbal and written communication skills
- Problem-solving skills
- Strong interpersonal skills
- Critical thinking skills
- Good judgment
- Administrative, technological and organizational skills
- An ability to uphold rules and regulations
- Deep appreciation and understanding of the school's mission to keep Christ Preeminent in all that occurs at Rosehill Christian School.