

# Foothills Community Christian School

2210 5<sup>th</sup> Avenue North • Great Falls, Montana 59401 • (406) 452-5276

EMAIL: [fccs@foothillschristian.org](mailto:fccs@foothillschristian.org) • [www.foothillschristian.org](http://www.foothillschristian.org)

## Principal Job Description

**Vision Statement:** Our vision is to provide an UNcommon Education for Life through our core values of Leadership, Exceptional academics, Authority of God’s word, Relationships, and a Nurturing environment (L.E.A.R.N).

**Mission Statement:** We assist parents in providing a Christ-centered education that values exceptional academics, strong moral character, and service to others.

### Responsibilities

#### 1. Total Program: Provides supervision for the overall operation of the school.

- Acts as the school's administrator, implements the Board of Directors' legislated policies and directives, and manages the day-to-day operation of the school.
- Is a born-again believer who subscribes without reservation to the Statement of Faith, Philosophy of Education, and the provisions set forth in the By-laws.
- Holds a valid credential from the Association of Christian Schools (ACSI) (or is actively pursuing a valid credential) and maintains that credential throughout employment at FCCS.
- Acts as a Christian role model in the school and the community and is a member in good standing of a local Christian church whose doctrine agrees with the Foothills Statement of Faith.
- Prepares master school calendar to be submitted annually for review and approval by the Board of Directors.
- Responsible for maintaining accreditation status with ACSI and other agencies.

#### 2. Spiritual Leadership: Responsible to help develop the spiritual leadership of all those associated with the school.

- Provides spiritual leadership to faculty, staff, school volunteers, parents, and students by example and instruction.
- Drafts and/or revises the Faculty and Staff Handbook as needed in compliance with FCCS Bylaws and policies and with the Board of Directors for final approval and documentation of annual distribution to all employees.
- Encourages harmony among the staff.
- Promotes the development of a servant’s heart among the staff to facilitate ministry to students, faculty, staff, and parents.

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### **3. Supervision of Personnel: Responsible for supervision and evaluation of faculty and staff in the performance of their duties.**

- Provides final recommendations to the Board of Directors, for hiring of faculty and staff, for Board appointment. Recommendations to the Board should include documentation of spiritual and academic qualifications for review.
- Provides recommendations to the Board of Directors for termination of faculty and administration positions, for final decision by the Board of Directors.
- Performs annual evaluations of faculty and staff members at least once per year based upon job descriptions and other appropriate factors.
- Encourages educational growth through teacher certification with ACSI.
- Provides job descriptions for all faculty and staff.
- Develops a style of management, which allows for effective supervision of programs and personnel.
- Encourages continual spiritual growth of each faculty and staff member by example and by counsel.

### **4. Procurement of Personnel: Responsible for performing recruitment, hiring and termination processes compliant to Bylaws and Board Policies.**

- Drafts and/or revises faculty and staff contracts and Job Descriptions annually, in conjunction with the HR Committee if requested, to be submitted to the Board of Directors for final approval.
- Ensures all required Human Resource documents including but not limited to signed Contracts, signed Job Descriptions, and background check results are securely maintained in limited access personnel files.
- Recommends the creation or elimination of personnel positions to the Board of Directors.
- Provides notification of faculty and staff openings to the appropriate agencies (i.e., College placements services, job boards, local churches, ACSI etc..).
- Provides recommendations for hiring faculty and staff to the Board of Directors.
- Terminates non-administration, non-certified, non-teaching staff, and temporary substitutes for certified/teaching personnel in compliance with Bylaws and Board policies.
- May suspend any personnel for just cause, including violation of employment agreement, insubordination, incompetence, and/or continued failure to comply with Board Policy or administrative rules and regulations.

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## **5. Curriculum: Responsible for the development and coordination of curriculum.**

- Develops and implements the school curriculum in accordance with the Bylaws.
- Selects and recommends all textbooks to the Board of Directors for final approval.
- Reviews and approves all supplementary materials.
- Recommends to the Board when curriculum changes are appropriate.
- Develops and revises scope and sequence of each subject area as necessary.

## **6. School Board: Responsible for properly conveying the decisions and actions of the Board of Directors to the faculty, staff, students and parents as appropriate and interpreting the school operation to the Board.**

- Submits a written or oral report at every regularly scheduled Board meeting on the status of the school, its achievements, and problems.
- Attends all regularly scheduled Board meetings unless excused by the Board President.
- Provides information about the school and its function as appropriate to help facilitate decision making as needed.
- Keeps the Board abreast of finances, enrollment, personnel, curriculum, and accreditation.
- Collaborates with Board Committees as appropriate to plan and execute board directives.
- Recommends policies for further development of the school.
- Administers the policies established by the FCCS School Board and in compliance with the Bylaws.

## **7. Budget: Oversee the preparation of an annual budget for consideration by the Board.**

- Works with the Board, teachers, department heads, and administration team as appropriate in developing the annual budget.
- Supervises the daily operation of the school and disbursement of the approved annual budget.
- Supervises the Business Office to see that the accounting system is organized in a satisfactory manner.

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**8. Long-Range Planning & Development: Prepares annual plans for developmental programs in curriculum, personnel, buildings, and equipment as part of a long-range plan for the total school.**

- Estimates costs of such programs and suggests means of financing.
- Develops a five-year plan of development in conjunction with the Board.
- Involves parents, educational consultants, and community people in the planning process.
- Keeps abreast of current research being done in the field of education.
- Remains cognizant of legal requirements upon private schools by local, county, state, and federal agencies.

**9. Student Admission: Supervises the overall admissions process in compliance with Bylaws and Board policies.**

- Ensures a written application for admission stating that the Member subscribes to the currently effective Bylaws, the Corporation's Statement of Faith, and Philosophy of Education.
- Ensures the school Administration and the Board determine student admission acceptance along with any terms and conditions.
- Ensures that all applicants to the corporation are submitted to the Board of Directors for approval.
- Ensures all membership/annual dues/registration fees are collected as required.
- Ensures placement testing is conducted for new students.

**10. Commencement: Coordinates with senior class advisors in planning the commencement program.**

- Approves commencement speaker.
- Awards diplomas to graduates.
- Aids in planning and supervising the commencement exercises.

**11. Physical Plant: Responsible for the creation of a school environment that is conducive to good education.**

- Makes recommendations to the Board with respect to major repairs or new facilities needed.
- Ensures a safe school environment.

**12. Discipline: Responsible to ensure an orderly atmosphere and respect for authority.**

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**13. Public Relations:** Works closely with the Advancement Department and the Board to develop an effective program for communicating the school's mission and activities to the public. The responsibilities will fall into three areas: Image-raising, fund-raising, and friend-raising.

- **Image Raising:**
  - Maintains active community, church, and community event involvement.
  - Provides input/articles for each publication of the quarterly newsletter
  - Regularly promotes the school and raises the community's level of awareness.
- **Fund Raising:**
  - Takes an active role in supporting and encouraging these programs through effective public relations.
  - Ensures monthly contracts with donors and prospects are developed and maintained.
  - Coordinates special appeals for specific school projects.
  - Ensures direct contact with major donors is appropriately maintained.
- **Friend Raising:**
  - Networks with area pastors to encourage their involvement in the school chapel program.
  - Encourages open lines of communication with area churches.
  - Interprets the purposes, accomplishments, and goals of the school to the citizens of the community.
  - Positively represents the school to the community at large.

**14. Staff Development: Facilitates opportunities for the professional improvement of the faculty and staff.**

- Plans, coordinates, and encourages opportunities for developing the FCCS faculty and staff.

**15. Miscellaneous: Assumes any other responsibilities assigned by the FCCS Board of Directors and/or are necessary to the efficient operation of the school in compliance with Bylaws and Board Policies.**