

Title: Principal

Description: The school Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe christian learning environment that meets the approved curricula and mission of the school.

JOB FUNCTIONS AND RESPONSIBILITIES:

The school Principal shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures.
3. Ensure learning experiences for students are consistent with the school's philosophy, mission statement and instructional goals.
4. Supervise the instructional programs of the school by ensuring lesson plans are completed and by observing classes (teaching, as duties allow) to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
5. Establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations.
6. Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
7. Establish a professional rapport with students and with staff that has their respect. Display the highest ethical and professional behavior and standards when working with students, parents, and school personnel. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.
8. Provide counsel to students, who are in need of emotional address.
9. Notify immediately the Director, and appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social

conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances.

10. Keep the Director advised of employees not meeting their roles and responsibilities.
11. Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings, as necessary, for the proper functioning of the school.
12. Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities.
13. Develop clearly understood procedures and provide regular drills for fire safety.
14. Communicate with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
15. Use effective presentation skills when addressing students, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
16. Use excellent written and oral English skills when communicating with students, parents and teachers.
17. Complete in a timely fashion all records and reports as requested by the Director.
18. Communicate with the Director regularly about the needs, successes and general operation of the school.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Organize and supervise procedures for identifying and addressing special needs of students including health-related concerns, and physical, emotional and spiritual needs.
21. Supervise the exclusion from school of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. Assure that excluded pupil's parents or guardian are apprised of the reasons for exclusion.
22. Maintain positive, cooperative and mutually supportive relationships with staff, students, and parents.

23. Attend required meetings (e.g.: school board meetings, all staff meetings, department head meetings, fund-raising, curriculum, etc.).
24. Nurture both students and teachers to achieve their greatest potential academically, instructionally and spiritually.
25. Maintain in the school a spirit conducive to prayer and study.
26. Enforce policies and procedures for both staff and students as outlined in the New Gen Student Handbook and New Gen Employee Handbook.
27. Update, as needed, the New Gen website.
28. Other duties as assigned.