

Job Description for Principal

(This information is taken from the ECA Board Policy Manual, section 2)

2.2 Principal - Job Description

2.2.1 General Description:

The principal works in conjunction with the headmaster, as the second administrative officer of the school. This individual carries the primary responsibility of the oversight of teaching staff and students in the daily academic workings of the school.

The principal should hold an advanced degree with graduate training in administration, supervision and curriculum development. The principal should also have training in biblical studies. A principal who is not fully prepared but has been appointed to that position should be committed to a personal in-service program to remove each deficiency. ECA will be supportive of this effort in time and finances. He/she should also be a person of proven spiritual, moral, academic, and leadership qualities to direct the total ministry of the school.

2.2.2 Selection:

The principal is appointed by the Board of Trustees for a term of two years.

2.2.3 Authority:

The principal is under the authority of and is responsible to the headmaster.

2.2.4 Evaluation:

The principal will be evaluated annually in writing by the headmaster.

2.2.5 Responsibilities:

The principal administrates the daily running of the school, as well as carries out duties as assigned by the headmaster. He/she will:

- 1) Serve as an ex-officio member of the Board of Trustees and of the Executive Committee.
- 2) Be responsible for the daily issues related to students, staff, and the overall academic program of the school.

- 3) Supervise, oversee, and support the teaching staff.
- 4) Plan and execute professional development opportunities for the teaching staff.
- 5) Supervise the development and coordination of curriculum in the school.
- 6) Evaluate teaching staff on a regular basis.
- 7) Serve on the administrative leadership team, providing input into the running of the school.
- 8) Help plan and implement special activities and calendar events for the school.
- 9) Oversee the student leadership groups and class sponsors.
- 10) Be a member of the admissions committee and work closely with the committee in the selection of students within guidelines of Board policy.
- 11) Hold annual orientation meetings with students and staff regarding issues of moral purity and child protection.
- 12) Regulate and enforce the day to day discipline of students as necessary in accordance with school policy.
- 13) Serve on any subcommittees as requested by the headmaster, i.e. Boarding, Development etc.
- 14) Carry out any other duties assigned by the headmaster.