



Myrtle Grove Christian School

806 Piner Rd.

Wilmington, NC 28409

Lower School Principal

Position Title: Lower School Principal

Reports to: Head of School

Full-time 12-month employee

Qualifications

- Profess a saving faith in Jesus Christ as Lord and Savior and accepts the authority of scriptures as a guide for faith and living
- Model Christian character in speech and actions
- Exhibit knowledge and passion for lower school curriculum, faculty development and strategies that help to grow and develop engaged learners
- Demonstrate awareness of current strategies and techniques related to diverse learners
- Collaborate successfully with faculty, staff, administration and families
- Express strong verbal and written communication skills
- The ideal candidate will possess a minimum of five years of classroom teaching experience, preferably in lower school grades, along with an advanced degree in education or educational leadership with at least three years of leadership experience, preferably in an independent school setting

Overview of Job Responsibilities

- Serve as the educational leader of the lower school, responsible for the day-to-day operations and activities of the division, supervise and manage lower school instructional faculty
- Assist in advancing the school's Christ-centered mission by continuously modeling and articulating an emphasis on developing a Biblical life and worldview for all students
- Be a visible presence in all areas of the school; work towards a resolution of problems as they arise; keep the head of school informed of the general programs, activities, strengths and areas of growth of the lower school

- In conjunction with the academic administrative team, develop and lead the academic and curricular programs for the school, including goals, standards, resources and execution of the teaching and learning process
- Serve as an advisor to the faculty in matters of classroom management, parent relations, teaching methods and general school procedures
- Observe, supervise and help evaluate the faculty in the development and implementation of curriculum; facilitate professional growth meetings with individual faculty members throughout the year
- Collaborate with the academic administrative team to oversee professional development sessions with faculty which will address both upcoming events and practical items as well as topics that will increase faculty professional growth and lead to improved student engagement and support in the classrooms
- Make recommendations to the head of school regarding the hiring, retention, and the assignment of faculty and staff
- Assist with the development of the budget for the academic program
- Partner with faculty, staff and parents to establish clear student behavior expectations, promote positive behavior programs and address behavior concerns as they arise; maintain student discipline records
- Collaborate with other members of the Academic Office to create both the annual lower school homeroom class placements and the master schedule of classes for the lower school
- Create and manage duty schedules for instructional and non-instructional faculty and staff members
- Provide for the academic guidance of students; maintain complete academic records on all lower school students; oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement
- Be aware of the educational, physical, social and psychological needs of the lower school students and work with faculty, staff (school nurse, school counselor) and parents to develop plans for meeting those needs
- Oversee the coordination of the co-curricular and extra-curricular activity programs of the lower school; assist in the planning and the presentation of lower school assemblies and programs, assist in maintaining a comprehensive calendar of school events; keep the entire school community informed of various lower school programs and activities