

**PreK-8 Principal  
WESTMINSTER CHRISTIAN SCHOOL  
ELGIN, IL**

**POSITION SUMMARY:**

The principal is responsible for the day-to-day operation of the preschool through eighth-grade program with direct oversight of all teachers and supporting staff. This person is also responsible to function as a member of an administrative team that requires transparent self-reflection and self-disciplined devotion to an authentic vetting process. The principal is responsible for the overall state of the school (PreK-8) with oversight in the following areas: academic, spiritual and social quality of the program as well as enrollment growth. The philosophy of education at WCS is based on a Reformed world and life view acknowledging that God is the source of all knowledge, understanding, and truth. This world view must permeate all curriculum, teaching methods and understanding of how knowledge and truth intersect. The principal must provide Christ-centered leadership to all members of his or her faculty as well as to students, staff, and parents. Other duties include the following: vigorous program and staff development, vision-casting, and leading for academic excellence and integrity in an environment of diverse learning needs, styles and strengths. The principal is also responsible to foster community spirit and lead growth in a strongly integrated discipleship model. The principal reports to the WCS Superintendent.

**CANDIDATE PROFILE:**

The ideal candidate will possess the skills and qualities listed below:

- God-centered. Demonstrates spiritual maturity, intimacy with God, emptiness of self and views self as chief of sinners.
- Professing member in good standing of a congregation committed to one or more of the Reformed confessions.
- Has a full understanding and committed embrace of Reformed and covenantal theology and is able to articulate, both in writing and speaking, an integration of Reformed theology with a living, re-formatinal and transformational Christian school.
- Has a minimum of 3 years experience as a principal with proven strengths in managerial responsibilities.
- Prior teaching experience, preferably within the PreK-8 range.
- Has a minimum of a Masters degree in Education.
- Has or is qualified to receive an ACSI All Levels Principal Certificate.
- An extrovert who has a deep desire to engage in active discipleship and on-going development, providing meaningful feedback and ongoing accountability to staff, students, and administrative team members.
- Has the ability to communicate vision as a chief spokesperson (internal and external) for a large portion of the school populace.
- Owns and loves the objective of growing the spiritual, academic, and growth of student enrollment in the PreK-8 program at personal cost.
- Is open/cordial to a broad range of doctrinal stances held by families from a variety of evangelical traditions and able to converse pleasantly and truthfully

with a view toward the spiritual growth of self and others in theological or spiritual conversations.

- Must be highly skilled and prompt in communication, especially in conflict, speaking effectively to constituencies including students, faculty and staff, the board, parents, and the community.
- Demonstrates knowledge and experience in all aspects of educational methodology, curriculum and instruction. Has the ability to move easily between philosophy and practical application.
- Has knowledge and experience of curriculum leadership in the area of reading and literacy.
- Community builder, team builder, strategic thinker, problem-solver.
- Desires accountability, both personally and professionally.
- Has strong computer skills including Microsoft Office suite products.

### **EXAMPLES OF OPERATIONAL TASKS:**

- Promotes school safety by implementing safety drills for fire, tornado, and lockdown.
- Designs and assigns staff to supervisory assignments before, after, and during the school day.
- Implements and manages co-curricular activities including ACSI events, clubs, and assist the AD with any athletic programs as necessary.
- Is responsible to lead and maintain a healthy and vital chapel program.
- Manages human resources including the hiring of school personnel, making recommendations for continued employment, and the dismissing of school personnel.
- Manages ACSI certification and renewal for all teaching staff.
- Develops, implements, and maintains the K-8 budget.
- Collaborates, develops, and manages the master schedule, and plans, schedules, and coordinates school projects such as interim.
- Implements instructional and assessment strategies by collecting and analyzing student achievement data and by facilitating discussion among teachers and staff.
- Is responsible for the administration and supervision of achievement testing and other testing programs such as the Developmental Reading Assessment (DRA).
- Works cooperatively with the Director of Resource Services to create 504/4SP plans, conduct meetings with parents, facilitate special medical needs of students, and facilitate instructional support including monitoring interventions for students with special needs in the classroom.
- Monitors the implementation of individual professional/personal development plans in the classroom and in grade-level/content -area meetings.
- Supervises the requisition of supplies, textbooks, equipment, and materials necessary for the operation of the K-8 program.