

Do you want to help teachers and students achieve their best?

CISP is seeking a

# Principal

## General Position Overview

A principal provides spiritual, educational, and administrative leadership to the school. Through leadership, a principal strives for excellence by guiding, inspiring, and directing all phases of the school's operations, programs, personnel, and environment in accordance with the direction and policies set forth by the Director and the Administrative Board. A majority of the time is spent on staff development through both formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices and policies with parents and teachers.

## Responsibilities

The principal is responsible for all aspects of the academic program including developing the curriculum, supervising the faculty, scheduling, grades, and monitoring student progress; handles student discipline and interact with families as needed regarding issues and/or concerns of the families; acts on behalf of the Director in his/her absence and attend major events as CISP representative as needed; serves as a member of the CISP Leadership Team; and works with the Elementary Department Head, HOST, mentor teachers and the Department Heads to observe and evaluate teachers, their teaching methods and effectiveness in the classroom; mentoring teachers, enabling them to set goals and objectives and helping them develop into excellent educators.

## Professional Requirements

- Master's Degree in Education and/or School Administration
- Minimum of five years of successful teaching experience and/or school administrative experience
- Principal Certificate from ACSI

**Start Date** August 2023