

## LCCS Elementary Principal Job Description

Job Title: Elementary Principal  
Reports To: Head of School  
Department: Administration  
Full-time



### Job Summary

The mission of Lancaster County Christian School (LCCS) is to graduate followers of Jesus Christ who are skilled in Biblical scholarship and its integration into academics, the arts, athletics and community; who are prepared for their vocation and higher education; and who reflect His image in life. The LCCS Elementary Principal supports and pursues that calling by providing leadership and execution over the entire elementary program.

### Responsibilities

- Lead in cooperation with the Head of School and administrative team in the development of the school's elementary educational program
- Direct and assess elementary students' academic and behavioral development and take the necessary steps to remediate observed student needs
- Work with the elementary staff in addressing the spiritual, educational, behavioral, social, and emotional growth of the elementary staff in the development and execution of a program of evaluation and appraisal of the instructional programs
- Direct, supervise, and evaluate the work of all professional personnel under his/her supervision
- Serve as the administrative contact for discipline/behavioral issues in the elementary programs
- Encourage and maintain regular, open communication among LCCS parents, teachers, and students
- Participate in administrative team meetings and engage in collaborative decision-making processes
- Generate enrollment growth, including the retaining of current students and admission of new students
- Maintain all necessary records and make all necessary reports as required by the Head of School
- Oversee the development of the elementary curriculum and the maintenance of current, accurate courses of study
- Assist in the selection of new textbooks, teaching aids, and related materials
- Lead the ongoing development of *Calling Prep* and other initiatives at the elementary level
- Participate in the interpretation and execution of all board policies
- Join with the Head of School in the recruitment, screening, selection, and placement of professional personnel in the elementary program
- Organize and participate in orientation and in-servicing for professional and non-professional staff
- Assist and cooperate in the preparation and dissemination of information to the various school publics
- Be responsible for coordinating and scheduling all activities and events within the elementary program
- Perform such other duties related to specific assignments as directed by the Head of School

### Requirements

- Strong testimony of faith in Jesus Christ as Lord and Savior
- Master's degree or terminal degree strongly preferred
- Experience with and competence in internet-based systems that support school functions
- Excellent oral and written communication skills
- Strong planning and organizational skills