



Position Title: Middle School Principal

Reports To: Head of School

Essential Requirements:

- Spiritually mature, born-again Christian, and can articulate a clear testimony of salvation.
- Believes the Bible is God's Word and standard for faith and daily living.
- Adheres to the HPCA Statement of Faith.
- Is a member in good standing at a local evangelical church with a Statement of Faith that agrees with HPCA's Statement of Faith.
- Motivate and Lead staff and students to grow in their faith and realize their self-worth in Christ.
- Integrate biblical principles and Kingdom Education philosophy in all interactions with staff, students, and families.
- Earned a minimum of a Master's degree, hold a teaching certificate from ACSI, and preferably a state certificate.
- Lead division meetings and other meetings as directed by the Head of School (HOS).
- Ensure proper discipline and guidelines are followed in the classroom and school premises for an appropriate learning environment.
- Maintain a clean, attractive, and organized work area.
- Plan broadly with the use of the primary school calendars.
- Ensure teacher grade books and lesson plans/materials are updated in FACTS and Canvas.
- Regularly attend full staff meetings, division meetings, and faculty/staff devotions.
- Evaluate instructional staff at a frequency that the school administration determines.
- Represent the school favorably both on and off campus.
- Develop and maintain a good rapport with students, parents, and staff by treating others with respect, dignity, and consideration.
- Handle conflict among your division's students, teachers, staff, and parents.
- Follow Matthew 18 principles when dealing with students, parents, staff, and administration.
- Maintain communication with staff and parents consistent with guidelines in the staff handbook. Responding to communication within 24 hours during the work week.
- Know the guidelines within the Crisis Management Plan.
- Plan and lead all drills (fire, emergency, etc.) as directed by the administration in the appropriate division.
- Maintain confidentiality regarding information about students, parents, and staff.
- Attend and participate in administrative meetings as scheduled by the HOS.
- Attend division meetings with the HOS.

- Adhere to principles outlined in the Staff Handbook.
- Know the requirements of accreditation at the direction of the AHOS.
- This position is evaluated per the school's policy on evaluation, this job description, and any follow-up or action items resulting from communication with the HOS.
- Perform other duties as assigned by the HOS.

Specific Requirements:

- Develop a yearly MS calendar in coordination with school calendars.
- Oversee classroom furniture needs and communicate with the AHOS about them.
- Gather data and assist with student placement for the upcoming school year.
- Manage all personnel in the MS division, including but not limited to: evaluations, follow-up on action plans, scheduling individual meetings, availability, and creating and maintaining records of personnel's job performance reviews.
 - Peer to Peer observations – implement plans and direct faculty.
 - PLCs – plan, organize, implement, and manage.
 - Manage PD and staff training as needed and directed.
 - Implementation of a professional mentor program – job descriptions, expectations, and management.
 - Conduct yearly summative evaluations on direct reports in accordance with the school's policy on evaluation, the appropriate job description, and document any follow-up or action items.
 - Coordinate with the Director of Curriculum and Instruction (DCI) to schedule teacher evaluations.
 - Ensure that observations are current in the designated observation software program.
- Adhere to the hiring process as outlined by the administration.
- Oversee the following in the MS hiring process, but not limited to:
 - Review all applications and communicate with qualified candidates
 - Schedule and conduct interviews
 - Check references – develop questions and processes for checking references.
 - Review and package course offerings and responsibilities.
 - Present the final recommended individual for hire to HOS.
 - Communicate the declination to all candidates who were considered but not selected.
- Plan and coordinate with the designated planning team for MS-specific special events if designated as the primary contact/responsible party. Information found on the *"HPCA School Events."*
- Assist with planning any event or trip with the MS or other divisions/departments if designated as part of the planning team or upon request. Information found on the *"HPCA School Events."*
- Attend and participate in MS-specific special events, programs, and activities, as well as school-wide events per HOS.

- Lead admissions decisions for MS students in conjunction with admission policies determined by the administration.
 - Review files, Interview students and families, and follow up on continuing actions.
 - Propose standards for admissions requirements for MS students to the HOS and Admissions Office for approval. (academic, behavioral, attendance, partnership, etc.)
 - Accept, decline, or further review potential MS students promptly in conjunction with HPCA admissions guidelines.
 - Assist with Open House/Student Recruitment Events as requested.
- Oversee MS academic and extracurricular clubs.
 - Manage, plan, and attend induction ceremonies for Junior Beta Club
 - Adhere to facility scheduling guidelines for all GSBC facilities.
 - Coordinate with all necessary personnel for communication and planning.
- Assist the chapel coordinator with chapel logistics as needed.
- Ensure lockers are assigned to students and coordinate end-of-the-year locker cleanout.
- Provide clear, consistent, and effective communication to internal and external audiences. Coordinate with Advancement and Engagement on mass communication needs.
- Assign division staff to clubs and trips as needed.
- Attend conventions and seminars requested by the HOS.
- Attend and supervise on-site athletic events at the refuge or in the main gym (as needed). Responsible for securing coverage if unable.
- Supervise the MS lunch period or develop an adequate supervision schedule and ensure all lunchroom guidelines are followed.
- Establish and communicate the MS teacher duty schedule for the school year.
- Assist the HS administration, as needed, with student recommendations for the upcoming school year.
- Forecast teaching needs for each year and coordinate with the administration for job postings per the school's hiring processes.
- Open the Refuge each morning and greet students each morning in the Refuge
 - Doors, lights, the Refuge office, and car line duty.
- Direct MS drop-off traffic, establish adequate coverage, and greet parents/students each morning.
- Meet with teachers in their classrooms for morning conversations/follow-ups.
- Supervise the Middle School Administrative Assistant for needs/operational duties.
- Google Suite administrative duties for MS staff (email, calendar, sheets, etc.)
- Manage discipline needs throughout MS and ensure that guidelines are enforced in accordance with school policies. Inform and consult with the HOS before any suspension, expulsion, or requested withdrawal.
- Afternoon Refuge duty or establish an adequate supervision schedule.
 - Assist with athletic dismissals as needed.
- Assist with athletic game setup (Fall/Winter) in accordance with athletic department guidelines and needs.

- Respond to parent communication promptly in accordance with the guidelines in the staff handbook.
 - Emails
 - Phone calls
 - Planned meetings
 - Parent/Teacher Conference facilitation
- Facilitate Usage Requests in the MS area and coordinate with the administrative team as needed.
- Field Trip approval/planning and coordination with necessary personnel to implement plans.
- Classroom curriculum guidance, approval, and implementation
- Awareness of Emergency Preparedness planning, logistics, and implementation as outlined in school policies.
- Coordinate and manage conflict resolution for students, parents, and division staff.