

Salem Baptist Christian School Lower School Principal

Let everything you do and say here reflect your faithful commitment to serve Jesus Christ excellently.

Salem Baptist Christian School is focused on reaching students with a challenging academic curriculum and, at the same time, providing tremendous help for students who learn differently. We are seeking an experienced, highly qualified leader to guide our Lower School spiritually and academically. The Lower School Principal is responsible for the daily operation of, and all matters arising in, the lower school (grades K-5) and all student activities.

Duties and Responsibilities

Educational Leadership and School Management

- Provide spiritual leadership to the faculty, staff, and students at the Lower School through personal example, participation in chapel and other spiritual development activities, and encouraging Christ-honoring behaviors and choices.
- Oversee all academic affairs, programs, operations, and extracurricular student activities of the Lower School (with the help of other administrative staff) to ensure the academic success of the student body.
- Remain informed of educational trends and issues.
- Use data and other information to establish and promote goals for faculty and staff that result in every student reaching their academic, personal, and spiritual potential.
- Provide the instructional leadership and management skills necessary to maximize the efforts of teachers and students in an environment conducive to spiritual and academic enhancement, growth, and achievement.
- Supervise, train, equip, and monitor the performance of the Lower School faculty, assisting them to function as effective Christian school teachers.
- Be committed to maintaining excellent relationships with parents, faculty, staff, students, school board, and administrative team; clearly and consistently communicate with parents and students in a professional manner.
- Promote a warm, Christ-centered atmosphere within the school.
- Maintain a high profile by being visible on campus and attending various school events to build awareness, strengthen parent relations, and encourage support of the school.
- Involvement in the daily life and activities of students by personally recognizing their achievements, sharing in their successes, and providing support when problems or concerns arise.
- Interview new students and parents as part of the admissions process and provide input into acceptance.
- Consult with the Head of School on hiring and retaining excellent teachers.
- Implement established school policies and collaboratively review and recommend changes to the administrative team.

- Participate as a member of the administrative teams and other assignments as directed by the Head of School.
- Attend formal and informal meetings (student, teacher, committee, etc.) to counsel and complete special assigned responsibilities as needed.
- Assist the Head of School in overseeing and managing the budget for the Lower School.

Qualifications

Spiritual Qualifications

- A genuine testimony of conversion of salvation by faith in the Lord Jesus alone.
- Demonstrate significant experience in spiritual and student engagement as well as an understanding of the mission of Salem Baptist Christian School.
- Display a Biblical worldview and ability to share and present this information to others.
- Ability to recognize and express the long-term benefits of Christian education and the distinctive values of Salem Baptist Christian School.
- A genuine sense of humor, infectious optimism, integrity, and a love of teaching and learning.
- Active involvement in a local, Great Commission-aligned church.
- Spiritual maturity and agreement with the doctrinal statement of Salem Baptist Church and Christian School.

Professional Qualifications

- Master's degree required with at least five years of experience leading in a Christian school preferred.
- Current licensure and/or certifications as applicable preferred.
- Organizational skills and detailed logistical management are essential for success in this role.
- Experience in budget allocation and making informed financial decisions.
- Collaborative point of view; able to partner with students, faculty, and parents warmly and enthusiastically.
- Ability to respond to common inquiries from students, parents, faculty, or other colleagues and to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to act quickly and make important high-level decisions in a variety of circumstances.
- Ability to form and maintain excellent relationships with parents, faculty, staff, and students.
- Ability to clearly communicate with stakeholders in a professional manner.