



## **PRINCIPAL JOB DESCRIPTION**

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JOB TITLE: Principal  
SUPERVISOR: President

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### **General Summary**

PURPOSE: To provide appropriate curriculum and instruction to children at Nativity Academy

POLICY SETTING RESPONSIBILITY: Collaborative with President

SUPERVISORY RESPONSIBILITY: All Instructional Staff

CONTRACT NEGOTIATION: All Instructional Staff in consultation with President

BUDGETARY RESPONSIBILITY: Collaborative with President and Advancement staff

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### **Summary Statement:**

The Principal reports to the President and directs and coordinates the academic, religious and co-curricular life of the School through the faculty and volunteers.

### **Primary Responsibilities:**

- Supports the mission and vision of Nativity Academy.
- Oversees all aspects of the academic and co-curricular programs of the school.
- Responsible for student admissions, implementing the Board Admissions policy.
- Leads long range planning pertaining to the curriculum.
- Oversees operations, School policies, budget matters and other items related to areas of the school as assigned to the Principal.
- Reports on School and student progress in meetings of the Board of Directors and implements directives of the Board, as delegated by the President.
- Recruits new faculty and staff. Facilitates orientation for new faculty. Supervises and evaluates faculty, staff, volunteers, and extended day personnel.
- Provides for professional development.
- Conducts formative and summative evaluations of teaching faculty, in a format agreed upon with the President.
- Communicates effectively with teachers, students and parents to encourage open communication, and to provide updates on the progress of the School, curriculum and students.
- Directs the faculty's work on curriculum development and implementation and coordinates the development of benchmarks to assess student academic progress.
- Leads and directs the faculty's work on curriculum development and implementation and coordinates the development of benchmarks to assess student academic progress.
- Supports, models, and has high expectations for the development of cooperative teamwork among all faculty members.

- Manages the discipline within the School. Works closely with faculty to make decisions on developmentally appropriate disciplinary actions for students.
- Represents the School to accrediting bodies, and principals' meetings, state, national, and sponsoring/community organizations.
- Communicates the philosophy and programs of the School to the faculty, and parents' groups. Represents the school at civic, religious and other public functions as requested.
- Performs development activities, other duties and special projects as requested.

### **Specific Duties and Related Timetables**

Responsible for preparing and submitting to President the following items in the format and on dates approved by the President unless noted otherwise:

- Annual Budget Excluding Development on or before February 15 of each year for the school year to begin the following July. Same to include operating as well as any capital items requested for the coming school term.
- School Policies and Procedures (Handbooks) on or before August 1 of each year for school year to begin in August.
- Written teacher and staff evaluations annually on or before May 1 of each year.
- Teacher contracts for returning teachers on or before April 15 of each year.
- Principal Reports for Board Meetings to be compiled and submitted to President on a timely basis for forwarding to Board.
- School calendar on or before May for school year to begin in August.
- Other items as may be requested by the President.

### **Requirements/Qualifications:**

- A person whose life and values reflect and support the spiritual dimension of the Nativity Academy's Christian mission and vision.
- Master's degree, preferably in education or in a related field.
- Minimum five years' experience teaching, preferably at the PreK-3 -8<sup>th</sup> grade level.
- Experience as an Assistant Principal or Principal is preferred.
- Sensitivity to the ethnic, racial, socio-economic, and religious backgrounds of the student body.
- Ability to articulate the mission and vision of the school.

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