



Elementary Assistant Principal Job Description

Purpose of Position:

The Assistant Principal fulfills the mission of Des Moines Christian School as a leader who assists and supports the Head of Elementary in promoting the success of all students and faculty. This position plays a key role in fostering a school culture of academic excellence and spiritual growth where elementary school learners flourish.

Position:

- Salaried, exempt, at-will 12 month position

Reports to: Head of Elementary

Direct Reports: Student Support Teachers and Elementary Associates

Qualifications:

- M.A. or M.S. in Educational Leadership required or in pursuit of receiving.
- Holds Iowa administrative licensure or in pursuit of obtaining.
- Leadership experience in school administration, preferably in a Christian school.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in a relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Committed to the mission of DMC: *Equipping minds and nurturing hearts to impact the world for Christ.*
- A teacher and learner at heart who loves students of all ages and exudes enthusiasm for shepherding the growth of children.
- Proven ability to work in a leadership role with diverse groups, including faculty, staff, students, administrators, and parents.
- Characterized with integrity and maintains confidentiality.
- Demonstrates consistent spiritual leadership.
- Demonstrates excellence in written and verbal communication.
- Promotes a positive environment that encourages commitment, collaboration, and performance.
- Demonstrated ability to develop strong relationships of mutual support with the constituent communities of the school.

Responsibilities:

Mission and Vision, and Instructional Leadership

- Partners with the Head to lead, equip, and empower the faculty and staff to deliver the mission in all curricular and extracurricular activities.
- Assists the Head in the oversight of instructional programs including observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with the DMC Strategic Academic Plan.
- Collaborates with the Academic Team in designing or leading meaningful professional development activities designed to improve and/or enhance instructional strategies.
- Plays a key role in supporting students and teachers through the multi-tiered support system (MTSS).
- Collaborates with outside educational services regarding student support needs.



- Uses student assessment data to gather information about student learning and prioritize department goals.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Collaborates with the Academic Team to ensure continuity of programs from Early Education through High School.
- Supports faculty and staff in their professional growth through clear expectations, ongoing conversations, authentic feedback, evaluation, accountability, and professional development opportunities.

Supporting Student Success

- Collaborates with the Head to promote ongoing student programming that engages students and builds community.
- Oversees day-to-day student concerns in the Elementary School, working closely with administration, faculty, and staff on student management, positive behavior plans, and discipline issues.
- Approaches discipline through discipleship using clear and consistent communication of expectations, appropriate consequences, and restorative practices to help students better understand their identity in Christ.
- Communicates with parents effectively and proactively regarding student behavior concerns and gracefully resolves challenges.
- Monitors student attendance and contacts home to follow-up on excessive and extended absences.

Administrative Leadership

- Encourages faculty, staff, and students in their faith and provides opportunities for spiritual growth.
- Oversees student accommodations and collaborates with faculty and staff to ensure that plans are being carried out with fidelity.
- Leads the Student Support Team.
- Organizes and oversees the implementation of standardized tests.
- Continues to acquire professional knowledge and learn about current developments in the educational field by attending seminars, workshops, or professional meetings.
- Ensures that school policies and procedures are implemented and followed.
- Participates in the interview process for new employees as applicable.
- Generates a strong sense of community through active involvement in the daily life of the Elementary School including various duties as well as school-wide events.
- May assist the Head and Admissions Director in the process of student admissions and enrollment including meeting with new families seeking admission to the school.
- All other duties as assigned.