



6101 N. Habana Ave. • Tampa, FL 33614 • 813 872-6744 • Fax 813 872-6013

POSITION DESCRIPTION:

Title: Lower School Assistant Principal and Director of Early Childhood
Reports to: Lower School Principal
Supervises: Lower School and Early Childhood Faculty, Staff and Students
Work Year: 12 months

Position Focus: The Lower School Assistant Principal and Director of Early Childhood assists the Lower School Principal in administrating the Lower School and Early Childhood Division, which includes the management of its faculty and staff members, monitoring of the Early Childhood annual budget, the oversight of its daily operation and the fulfillment of all responsibilities/duties assigned by the Lower School Principal.

Spiritual:

Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ

- Motivate others to accept God's gift of salvation and grow in their faith
- Follow the Matthew 18 principle in dealing with students, parents, staff and administration
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character
- Subscribe to and promote the statement of faith

Position Parameters:

- Provides spiritual and professional leadership to the faculty, staff and school parents
- Role-models Christian behavior and personal growth
- Directs the planning and implementation of devotions and chapel services
- Monitors all contractual requirements, spiritual and professional, of faculty/staff members
- Responds to guidance and counseling needs of faculty/staff members, parents and students
- Communicates the school's educational goals and mission to faculty/staff/parents and monitors their attainment

- Assists in delegating responsibilities/duties to Team Leaders, faculty, and staff members
- Keeps abreast of current educational practices and attends professional conferences/workshops
- Assist with any other duties assigned by the Lower School Principal
- Maintains the Lower School Office in the absence of the Lower School Principal

Assists the Lower School Principal in the following:

- Monitors student academic achievement and educational growth
- Oversees and enforces timely and accurate teacher Renweb homework and grade postings
- Oversees and enforces prompt submission of accurate, complete lesson plans in the Lower School
- Maintains all standards required for accreditation
- Enforces all School Board policies and additional regulations/procedures such as outlined in the Parent/Student Handbook and other governing documents
- Schedules all extra-curricular programs/activities, special classes, planning periods, chapels, lunch periods, etc.
- Oversees and provides direction to Lead Teachers
- Maintains good communications and public relations with parents so as to ensure a strong home/school partnership
- Implements the teacher evaluation system with the Lower School faculty and staff
- Oversees student's groups/student leadership council/morning show teams/yearbook representatives/school newspaper reporters/safety patrol
- Assist with the screening/admissions process for Lower School

Director of Early Childhood:

- Oversees all aspects of the daily operation of the Little Lambs program and Early Childhood Department
- Maintains all DCF regulations, safety/health standards and procedures and communicates any regulation changes to Lower School Principal
- Maintains good communications and public relations with parents so as to ensure a strong home/school partnership
- Conducts semi-annual performance reviews with Early Childhood faculty and staff
- Attends the School Board meetings when required by the Board
- Counsels and disciplines the students in partnership with parents

- Assist with the screening/admissions process for Early Childhood
- Oversees DCF Inspection
- Meets regularly with the Early Childhood faculty and staff

Qualifications:

- The Lower School and Early Childhood Assistant Principal must have a minimum of a Master's Degree in Education or related areas of supervision or leadership with a minimum of 5 years teaching experience, and 3 years of successful experience in educational leadership experience
- CDA and Director's Credential is preferred
- Demonstrated ability to supervise, communicate and delegate to adults and children
- A Christian who is a member of good standing and actively serving in a Bible believing church