

PRINCIPAL - JOB DESCRIPTION

Reports to

This position reports to the Chairman of the Trustboard.

Qualifications

- (a) The Principal must have the qualifications of the Teacher as specified in the generic Teacher's Job Description.
- (b) The Principal will have additional qualifications and/or experience in leadership, personnel management and administration.

Responsibilities of School Administration

- (a) To oversee the daily operations of the school so that they are carried out smoothly and in an orderly fashion, bearing the testimony of the Lord Jesus Christ in every area.
- (b) To be active in personal ministry to students by teaching, leading devotions, taking assemblies and other informal ways of discipling students.
- (c) To regularly communicate to parents, teachers, and students as to the operation of the school, through school newsletters, meetings, parent/teacher evenings etc.
- (d) To administer the discipline policy of the school, maintaining appropriate discipline and standards. Report significant, serious or repetitive problems to parents, or to the School Trustboard where a matter remains unresolved.
- (e) To interview all prospective students and their parents and be responsible for all enrolments, suspensions and expulsions of students.
- (f) To take responsibility for maintaining classroom materials and equipment for the operation of the school by providing a budget in regard to implementing the curriculum and maintaining that expenditure within the approved budget.
- (g) To develop and maintain appropriate assessment and evaluation procedures for all students in the primary and high school, liaising with the Trustboard and reporting to parents at mutually agreeable intervals.
- (h) To plan and undertake regular activities that promote Manukau Christian School to our wider Christian community e.g. pre-schools, churches, other Christian organisations.

Responsibilities of School Personnel

- (a) To co-ordinate the planning, teaching and assessment activities of all staff, relative to the overall teaching programmes of the school.

- (b) To encourage and support the staff, showing by example how to implement the school curriculum. This will involve personal discipleship of the staff and the carrying out of regular individual appraisals with all staff members.
- (c) To be in close contact with all students, both in a teaching ministry and in observation of their growth spiritually and educationally.
- (d) To keep the vision and purpose of godly instruction as it relates to the home before the parents, so that they learn to take their rightful place before God in nurturing their children.
- (e) To organise relief staff when permanent teaching staff are sick or on training courses.
- (f) To implement and maintain a relevant professional development programme for all staff.

Responsibilities to the School Trustboard

- (a) To keep up regular communication with the School Trustboard so that there is an open and honest understanding of school operations. This is essential for the proper working together in the administration of the school, and helps bring accountability, harmony and a proper evaluation of the overall teaching ministry.
- (b) To attend and/or report at meetings of the School Trustboard which are held quarterly, and participate in the discussions and decisions of the School Trustboard. This process is usually one of consensus by all those involved in the leadership of the school ministry.
- (c) To be responsible for the overall implementation of the Cambridge Assessment International Examination (CAIE) Primary and Secondary curriculum and the regular monitoring of the school-wide teaching programme.
- (d) To research and advise the School Trustboard on the availability and suitability of resources required to support the teaching programmes of the school.
- (e) To liaise with the School Trustboard on the management of the school with respect to central or local government such as the Ministry of Education, Education Review Office, City Council etc. The School Trustboard is ultimately responsible for matters of policy and administration.
- (f) To recommend the appointments of suitable staff as and when required. The School Trustboard is ultimately responsible for the employment of all staff, whether remunerated or not, including any negotiations concerning employment contracts or conditions.
- (g) To take overall responsibility for developing the syllabus and schemes of work relating to the school curriculum, along with other teachers. To advise the School Trustboard on developments in curriculum, in NZ education generally, that are relevant to the school.
- (h) To involve the School Trustboard at staff meetings if required, for specific issues, or in the observation and evaluation of the teachers and the school programme.
- (i) To perform such other duties as required by the School Trustboard for the successful operation of the school.

Responsibilities of External Agencies

- (a) To liaise with the appropriate external agencies in order to organise and maintain the services of Public Health, School Dentist, School Banking, Traffic Safety, etc.
- (b) To liaise with the Ministry of Education, ERO officers and Advisors in matters of classroom operation, and report to the School Trustboard as required.
- (c) To act as spokesperson for the school.
- (d) To maintain contact with other Christian schools particularly schools in the ICSF (Independent Christian Schools Fellowship).

Classroom Teaching Responsibilities as Principal of MCS

- (a) The principal undertakes classroom teaching in areas of strength across the primary and secondary school.
- (b) The teaching component is equivalent to approximately a 0.2 teaching commitment per week.