

Ministry Description: Principal & Teacher

Requirements

Must have accepted Jesus Christ as your personal Lord and Savior and committed to serve Him faithfully.
Must be in full agreement with and actively support the mission and vision of AICM.
Must be in full agreement with AICM Statement of Faith.
Must be an active member of a local Church (preferably a Christian Church or theologically similar church).

Minimum Qualifications

Bachelor's degree (preferably in education or counseling)
At least 28 years of age
Have some administrative and/or teaching experience

Desired

Masters level degree in administration, education or counseling
Two or three years experience in administration
Two or three years classroom experience or teaching in a church or ministry (Sunday school, seminars etc.)
Experience working in a cross cultural environment

Objective

To make necessary provisions for the orderly operation of the American Indian Christian School (AICS).
To work with teachers, (teach some if needed), discipline and counsel students and bring glory and honor to God.

Supervision

Responsible to the HR/ Operations Director.

Evaluation

Will be evaluated every 6 months during the first year and then at the end of every school year after that.

Duties and Responsibilities

- Administer AICS in accordance with the philosophy, policies, and procedures adopted by the Board and Executive Director of AICM.
- Provide leadership in the accomplishment of the spiritual mission of AICM (encourage, inspire and counsel teachers and students).
- Direct the daily operation of the school through the supervision of teaching staff, coordination of activities, and setting the tone for a quality educational program.
- Establish and implement procedures for the admissions of students making the final decision on admitting students (you can use the current admissions policy or modify it as you deem necessary).
- Develop yearly calendars and maintain a schedule of all school events.
- In conjunction with the executive director, HR director and dorm parents update, revise and distribute school policy manuals (handbooks) for staff, parents and students. Also, go over policies with parents and students in the new student orientation meeting at the beginning of each school year.
- Provide for teacher in-services.
- Conduct weekly morning meetings & school staff devotional time (can be once a week with all school staff just before chapel time on Monday mornings or whatever day you wish). This short meeting should include school related instructions, queries on needed materials, general updates, student related issues or progress and should end with some scriptures and/or encouraging thoughts. Can also meet with teachers individually as needed.
- Carry out special projects as assigned by the executive director such as ACSI accreditation.
- Oversee planning and coordination of special events such as:
 - Native American Day
 - School pictures
 - Awards ceremonies & assemblies (special programs, guest speakers, concerts etc.)

- Christmas Party – work with CSP director (gifts given to students from child sponsors).
 - Parent conferences
 - Chapel programs – work with Chaplain
 - Eighth grade graduation
- Conduct annual review session with teaching staff. Implement any changes necessary.
 - Evaluate school programs and personnel and recommend any changes necessary.
 - Review and chose the curriculum. You may want to ask teachers if they have any preferences for curriculum, then review it and make the final approval. Order and maintain inventories of materials, texts and supplies.
 - Provide leadership for teachers regarding discipline polices for students. Discipline and council students that are sent to the principal's office.
 - Advice parents regarding educational issues or behavioral problems of students. Also, let parents know about the improvements students have made throughout the year.
 - Check teachers planning books and grade books.
 - Coordinate all school schedules.
 - Provide for teachers in need of a substitute (you may need to be the substitute from time to time).
 - Report needs of maintenance, repairs and security.
 - Maintain professional relationships with faculty and staff, especially in the application of Matthew 18 in problem resolution.
 - Supervise all teachers of grades 3rd - 8th regarding:
 - Grade and class assignments
 - Teacher orientation week
 - Observation and evaluation
 - Enforcement of guidelines in the teacher handbook
 - Carrying out of the assigned curriculum
 - Handle conflicts involving teachers, students, parents and other staff (work with HR director for staff).
 - Supervise all audiovisual equipment in conjunction with Librarian and Computer Technician. Make sure equipment is in working order, replace items that can not be repaired and order any need equipment after consulting with the Business Manager (to make sure funds are available).
 - Oversee completion of mid-term academic reports and communicate with parents.
 - Monitor completion of report cards.
 - Supervise check-in of students on the day of arrival prior to the first day of school.
 - Supervise final check-out of teachers at the end of the school year.
 - Conduct strategy & analysis meetings with teachers at the begging and end of each semester.
 - Prepare annual school budget and authorize teacher purchases.
 - Insure all first aid, medicines (prescriptions administered properly) and other medical related requirements are being met – work with the school nurse.
 - Oversee and coordinate state testing.
 - Maintains schools compliance with all authoritative and regulatory standards.
 - Be willing to teach a class or two if needed, a few hours a day. The Board of Directors wants to offer High School in the future; so additional teachers will be needed and it may take time to fill all the positions.
 - Accept responsibility for other assigned duties deemed necessary for the operation of AICS.

Schedule

The work day begins at 7:30 am and ends at 4:00pm, Monday – Friday or as determined by the HR/ Operations Director. The Principal will report to work no later than the second week in July to facilitate new student testing and interviews. School related responsibilities will end one week after the school year ends. This is a year round paid position. We prefer that you take your vacation time during the summer, but you will not get the entire summer off. When not doing school related work we ask that you help in other areas.