

Principal of Curriculum & Instruction Job Description

The Principal of Curriculum and Instruction, under the leadership of the Head of School, will focus on leadership in curriculum development, instructional practices, assessment, and enrollment while fostering a positive learning environment and supporting staff professional development. The Principal of Curriculum & Instruction must demonstrate a passionate pursuit of Jesus Christ, believe wholeheartedly in a Christian philosophy of education, live a life consistent with biblical principles, is licensed and experienced in the field of education. The principal is responsible for ensuring that the curriculum is aligned with state standards, that teachers have the resources and support they need to effectively implement the curriculum, and that student performance is consistently monitored and improved.

Curriculum Development and Implementation:

Lead the design and implementation of a standards-aligned curriculum that meets the diverse needs of all students. This includes collaborating with teachers and the Head of School to ensure effective curriculum development and revision.

Instructional Leadership:

Provide instructional leadership and support to teachers, including coaching, mentoring, and professional development opportunities. This may involve leading professional development sessions on best practices in teaching, assessment, and instructional strategies.

Assessment and Data Analysis:

Utilize data from various sources (e.g., standardized tests, formative assessments) to monitor student progress, identify areas for improvement, and inform instructional decisions.

Staff Supervision and Evaluation:

Supervise and evaluate teaching staff, providing feedback and support to promote professional growth and development. This may involve conducting classroom observations, providing feedback, and developing professional development plans.

Additional Duties and Responsibilities:

1. Lead in maintaining discipline and attendance throughout the student body, with the assistance of the Head of School as needed.
2. Assist the Head of School in planning and implementing faculty & staff in-service trainings.
3. Daily supervision of halls and grounds before and after school and during passing periods.
4. Set up yearly schedules on FACTS, including teaching schedules
5. Set up and enroll students in classes

6. Record ACT scores, PSEO courses, grades transfers on transcripts
7. Maintain and update the substitute teacher list
8. Oversee Lion Log-In
9. Oversee, monitor and send out report cards
10. Create next school year's calendar
11. Oversee high school final exam schedule
12. Complete PSEO forms
13. Plan & implement graduation

Licenses and other Requirements:

- Bachelor's Degree in Education or Educational Leadership (required)
- MN Teaching License or a Certificate in School Administration from an accredited Institution
- Master's Degree in Curriculum & Instruction, Educational Leadership or School Administration (preferred)