



MANCHESTER ACADEMY
EMPOWERING EXCELLENCE IN EDUCATION

Elementary School Principal

Position Overview:

The Elementary School Principal serves as the instructional leader and chief administrator of the school, overseeing all operations, programs, and activities. The principal fosters a safe, engaging, and academically rigorous environment, supports teacher and staff development, and ensures that all students are nurtured in their academic, social, emotional, and spiritual growth.

Key Responsibilities:

- Develop and implement a clear vision and mission for the school, aligned with the school's spiritual values and mission.
- Work toward the goal of accomplishing the ***Portrait of a Graduate*** in all students.
- Maintain standards of the ***Characteristics of Professional Excellence*** and be intentional about maintaining the culture of Manchester Academy.
- Set high academic and behavioral standards for students and staff, fostering a culture of excellence and accountability.
- Work toward the goal of accomplishing the Portrait of a Graduate in all students.
- Maintain standards of the Characteristics of Professional Excellence
- Maintain a culture where employee relations are positive, supportive, and collegial
- Oversee the development and implementation of a robust and inclusive curriculum.
- Support teachers in employing effective instructional strategies and meeting student needs.
- Use data to monitor student achievement and guide instructional decisions.
- Recruit, hire, train, and evaluate teachers and staff.
- Provide mentoring, coaching, and professional development opportunities to enhance staff effectiveness.
- Promote a safe and respectful school environment where all students can thrive.
- Address behavioral and disciplinary issues promptly and equitably.
- Collaborate with teachers and parents to meet the needs of all students, including those requiring additional support.
- Communicate effectively about school policies, events, and student progress.

- Encourage parent involvement in school activities and decision-making processes.
 - Manage the school's daily operations, including scheduling, budgeting, and resource allocation.
 - Maintain accurate records and prepare reports as required.
 - Integrate faith and character development into the school's culture and programs.
 - Facilitate spiritual growth opportunities for students, staff, and families.
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Preferred Qualifications:

- **Education:** Master's degree in Education, Educational Leadership, or a related field.
 - **Certification:** Principal certification or licensure, as required by MSAIS regulations.
 - **Experience:**
 - Minimum of 3-5 years of teaching experience.
 - Prior leadership or administrative experience preferred.
 - **Skills and Competencies:**
 - Strong leadership and organizational skills.
 - Excellent interpersonal and communication abilities.
 - Proficiency in data-driven decision-making and problem-solving.
 - Ability to inspire and manage a diverse team.
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Work Environment:

The Elementary School Principal operates in a dynamic environment, balancing administrative tasks, student interactions, and community engagement. The role may require occasional evening or weekend hours for events, meetings, or emergencies.

Reporting To:

Head of School