



MANCHESTER ACADEMY  
EMPOWERING EXCELLENCE IN EDUCATION

### Kindergarten/Preschool Principal

#### *Position Overview:*

The Kindergarten Principal serves as the instructional leader and chief administrator of the K2-K5 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.

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#### **Key Responsibilities:**

- Develops and communicates a vision that promotes excellence in early childhood education that aligns 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.
- Maintain a culture where employee relations are positive, supportive, and collegial
- Develops and communicates a vision that promotes excellence in early childhood education
- 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 and state compliance for K2 program..
  - 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.
  - Oversees the afterschool and summer daycare program.
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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 Kindergarten 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