



TIMOTHY

CHRISTIAN SCHOOL

Position Title:	Middle School Principal
Position Summary:	Provides educational and spiritual leadership in the middle school consistent with the school's stated mission, philosophy, and objectives.
Position Supervisor:	Superintendent
Position Responsibilities:	<ul style="list-style-type: none"> • Assists new teachers in handling responsibilities • Oversees department discipline • Maintains communication with School Administrator as to status of middle school • Fosters an atmosphere among students and teachers conducive to learning • Fosters a spiritual atmosphere in keeping with the School's mission statement • Conducts department meetings Thursday mornings • Trains new teachers in policies and procedures • Serves as a liaison between parents and teachers • Assists teachers with discipline problems • Mediates conflicts between staff, students, and parents • Unlocks and locks bldg. 4 • Ensure building is ready to receive students and faculty, reporting any maintenance concerns • Receives weekly lesson plans • Participates in Administrator meetings • Communicates with parents regarding academic progress • Approves field trips and variations from normal routine • Plans and conducts MS Awards Program and graduation • Provides for safe arrival and departure of all students • Supervises the administration of standardized testing • Supervises faculty as concerns daily job performance
Position Qualifications:	<ul style="list-style-type: none"> • The employee must have received Jesus Christ as his/her personal Savior and believe the Bible is God's Word and standard for daily living. • The employee shall support the doctrinal position of TCS and will abide by the Standard of Conduct. • The employee shall be in fellowship with a local church that has a doctrinal position consistent with that of TCS and support its ministry through regular attendance and participation. • The individual must hold a minimum of a Master's degree in an education related field and be ACSI certifiable in their related teaching area. • The individual must have a minimum of five years of experience in Christian education. • The individual shall see teaching as a "calling" from God and agree with the school's philosophy of education and instruction.

