

Principal

Job Description

I. Purpose

To provide the leadership and management necessary to administer and supervise all programs, policies and activities of the school to ensure a high quality educational experience and service for the students in a safe and enriching environment.

II. Essential Functions – (The following are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Set and enforce standards for student achievement that are in line with the goals of DayStar Adventist Academy and the State of Utah
2. Ensure the academic program meets or exceeds yearly student outcome goals as defined by the Intersecting Scripture, Educators and Inspiration (ISEI).
3. Develop organizational goals and objectives consistent with the vision, mission and values of DayStar Adventist Academy.
4. Maintain active involvement in the school improvement planning process with ISEI by providing resources for decision-making and priority setting.
5. Lead teachers in developing a healthy school culture aligned with the vision, mission and values of the school.
6. Ensure the safety and security of all students, staff, visitors, and public and property.
7. Ensure appropriate standards of student behavior, performance, and attendance.
8. Ensure that all disciplinary issues are addressed fairly and immediately.
9. Communicate school information, goals, student learning and behavior expectations to all customer groups by using effective communication techniques.
10. Work with teachers to assess and improve student learning.
11. Keep abreast of successful instructional methodologies and practices.
12. Ensure consistencies in instruction and practices.
13. Ensure the learning environment and classroom instruction maximizes student learning.
14. Monitor progress of all students.
15. Supervise and mentor all teachers.
16. Oversee management of school records and resources as necessary.
17. Administer DayStar Adventist Academy approved personnel policies and procedures.
18. Provide for adequate supervision, training, and evaluation of all staff and volunteers.
19. Communicate the vision that supports the school's goals and values.
20. Serve as liaison between teachers, parents, and the community.

III. Qualifications

1. A committed Seventh-day Adventist in a growing relationship with Jesus Christ
2. Previous experience as an administrator is desired, but not required.
3. Multi-tasking and organizational skills required.
4. A strong desire to mentor young people and a willingness to serve others.
5. Communicates effectively orally and in writing.
6. Ability to encourage youth of varying backgrounds and abilities
7. Ability to motivate students and work with different learning styles
8. Create a quality learning environment by engaging parents and fostering healthy relationships with students and staff.
9. Have the knowledge of relevant technology.
10. Meet professional teacher education requirements of school, district and state.

Principal

Job Description

IV. Physical Requirements

Regularly required to sit, stand, walk, talk, hear, operate a computer, and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

V. Work Environment

Usually work indoors in classrooms, sometimes teaching or supervising outdoors
Work very near others, within a few feet or less, amongst youth.