



## First Presbyterian Academy Greenville, SC

Job Title: <b>Early Education Principal</b>
Supervisor: Head of School
Subordinate(s): Downtown Faculty & Staff
Part/Full-Time: Full Time
FLSA Status: Exempt

### POSITION OVERVIEW:

Reporting to the Head of School, the Early Education Principal will provide leadership and management for teachers in providing a biblical worldview and an excellent educational experience for all students. As Kingdom Educators, the goal is to provide a foundation for learning that will develop Christ-like character in students from varied backgrounds for a lifetime of learning and service.

### GENERAL CHARACTERISTICS FOR EMPLOYMENT AT FIRST PRESBYTERIAN ACADEMY:

- A committed follower of Jesus Christ who loves children and desires to see them walk in the truth
- Passionate about living out his/her calling through the Christian education of our students
- Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship
- In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the First Presbyterian Academy website ([www.firstpresacademy.com](http://www.firstpresacademy.com)) page
- Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth
- A member in good standing at a local evangelical church.
- Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

### QUALIFYING CHARACTERISTICS:

- Committed to maintaining the appropriate degree of confidentiality and professionalism
- Proficient in the use of basic office software platforms; such as MS Office apps, and Google Suite Apps (Gmail)
- Ability to be respectful, friendly, nurturing, and attentive to others
- Collaborative work style, with strong written and oral communication skills
- Flexible personality; able to multitask and manage responsibilities with minimal direct supervision

### ESSENTIAL DUTIES:

- Oversee the day-to-day operations of the Downtown campus to ensure the quality of education and the safety of the students
- Build the culture of FPA on the Downtown campus
- Interview potential candidates for employment
- Complete DSS paperwork for & provide training to new employees
- Maintain DSS & SC Endeavors documentation for faculty and students
- Work with the Admissions office to conduct tours for prospective families as needed
- Work with the Admissions office to oversee all enrollment processes for the Downtown campus
- Review Lesson plans and newsletters
- Conduct classroom observations and employee evaluations
- Deal with student disciplinary issues as needed
- Partner with parents, including regular and intentional communication and parent meetings
- Lead the creation of class rosters, schedules, and duty rosters
- Guide the development and implement of an annual chapel plan for the Downtown campus
- Oversee effective carlines for morning drop-off and afternoon pick-up

- Work with school leadership and staff to help serve as the liaison between FPA and First Presbyterian Church (IT department, Facilities, Security, Events, Finance, FPNS) as needed
- Attend monthly church calendar meetings
- Attend all Leadership meetings and attend Board meetings upon invitation
- Lead Downtown faculty meetings and attend grade-level meetings as needed
- Work with the CFO to maintain various grant funds (record keeping of expenditures/purchasing agent)
- Work with the CFO to prepare the budget for the Downtown campus
- Work with the CFO to approve funds for teachers and manage financial records for the Downtown campus
- Participate on the Financial Assistance team for FPA
- Provide direction for the Downtown Administrative Assistant
- Assist with medical needs of students
- Oversee fire drills and emergency situations at the Downtown campus
- Plan and execute all Downtown campus events (Back to School Bash, Book Fair, Art Show, Pastries for Parents, Water day, etc.)
- Attend school wide events as needed
- Proof eBlasts, parent handbook, faculty handbook, and admissions materials as they pertain to the Downtown campus
- Perform other related duties as assigned

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree or higher from an accredited college or university
- Meets ACSI certification qualifications for Early Education Director or Principal
- Maintain 20 hours of continuing education through CCEI each year per DSS guidelines
- Previous experience in a church or Christian school and/or training in a biblical worldview is preferred

#### **PHYSICAL REQUIREMENTS:**

- Able to assist in the evacuation of students in the event of emergency; able to walk across uneven terrain quickly and able to walk between campus buildings as needed.
- Able to lift 15 pounds at a time
- Able to sit, bend, and stand as needed in interactions with students
- Able to speak and hear clearly

Updated 2/5/25