



First Presbyterian Academy Greenville, SC

Job Title: Lower School Principal
Supervisor: Head of School
Subordinate(s): LS Faculty and Staff
Part/Full-Time: Full Time
FLSA Status: Exempt

POSITION OVERVIEW:

Under the supervision of the Head of School, the Lower School Principal (Grades K5 – 5) shall direct all activities involving students, faculty, and Lower School support staff in pursuit of the school's board-approved mission and vision and is responsible for all aspects of the Lower School program and culture.

GENERAL CHARACTERISTICS for Employment at FPA

- 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 children.
- 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 FPA website (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:

- Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators.
- Must possess organizational skills.
- Devoted to excellent communication and understands the importance of effective and professional communication with various constituents such as faculty/staff, administration, students, and parents.
- Committed to maintaining the appropriate degree of confidentiality and professionalism
- Proficient in basic technology platforms like Word, Excel, and Gmail.

ESSENTIAL FUNCTIONS:

- Foundations
 - Act as the educational leader of the Lower School responsible for its day-to-day operation
 - Provide spiritual oversight ensuring biblical perspective throughout the Lower School program
 - Function as chief articulator of Lower School programs, culture, expectations, and guidelines
- Academics
 - Assist Head of School in the hiring, retention, and assignments of Lower School faculty/staff
 - Manage orientation, in-service, observation, supervision, and professional development of Lower School faculty/staff as well as determination and implementation of curriculum
 - Ensure Lower School students with specific needs have access to necessary resources through the FPA Excel Program
- Students/Families
 - Lead the Lower School faculty and staff in partnering with parents in the Christian education of their child(ren)
 - Ensure a positive educational environment that will be conducive to learning and growth
 - Assist in the admission of new and pursue the retention of current students/families
 - Be responsible for establishing, communicating, and adhering to guidelines for proper student behavior
 - Oversee the coordination of the co-curricular and extra-curricular activity programs of the Lower School
- Administration
 - Assist in the Development of the annual budget for the Lower School and oversee expenditure of funds
 - Prepare building specific emergency plans and drill for crisis situations
 - Partner with other administrators to ensure school-wide programmatic success

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Advanced degree in education or related field is required
- Master's degree or higher in Educational Leadership is preferred
- Experience in administration and/or leadership in a Christian school is preferred
- Possesses excellent communication and organizational skills
- Ability to understand and use Microsoft Office and other computer programs efficiently

PHYSICAL REQUIREMENTS:

- Must be able to meet physical requirements of the position
- Ability to evacuate students in the event of emergency
- Ability to sit, bend, stand, as needed in interactions with students
- Must be able to lift 15 pounds at a time

Note: First Presbyterian Academy is a tobacco-free campus.

04/18/2024