



Lynden Christian School

Living God's Story – rooted, growing, serving

LYNDEN CHRISTIAN SCHOOL Elementary School Principal Job Description

| | |
|--------------------|---|
| JOB TITLE: | ELEMENTARY SCHOOL PRINCIPAL |
| REPORTS TO: | Superintendent |
| FTE: | Full-Time- 100% FTE - year-round, following administrative schedule |
| WAGE: | \$90,000 to \$110,000 depending on experience and credentials |
| BENEFITS: | Medical/Vision, Dental, Pension, Life Insurance |

JOB SUMMARY: The elementary school principal at Lynden Christian School must have a mature and growing commitment to Jesus Christ as Lord and Savior; desire to serve Christ through his/her gifts and abilities; be active in a local Bible-believing church; have a passion for and understanding of Christian education where faith is nurtured in the hearts and minds of young people; have a love for and enthusiasm to work with elementary school-aged students, teachers, staff, and parents; and have a desire to be an integral and contributing member of the general school staff and community. They must offer vision and leadership in the elementary school that are consistent with the LCS mission and philosophy, adhering to the highest ethics of the position.

PURPOSE STATEMENT: In supporting the mission of Lynden Christian, focusing on students, it is the responsibility of the elementary school principal to supervise, enhance, and engage the elementary school.

REPORTS to the Superintendent as a director

WORKS with the administration team, communicating and meeting regularly as a team on schedules, conflicts, and vision for our programs.

ELEMENTARY SCHOOL PRINCIPAL QUALIFICATIONS:

CHARACTER, KNOWLEDGE, and STRENGTHS PROFILE:

- Consistently models a mature and growing commitment to Jesus Christ as Lord and Savior; desires to serve Christ through their gifts and abilities; active in a local Bible-believing church; have a passion for and understanding of Reformed Christian education where faith is nurtured in young people.
- Committed to providing passion, vision, and leadership that is consistent with the mission and philosophy of Lynden Christian School.
- Truly loves and enjoys being with kids.
- Proven ability to supervise, evaluate, motivate, and encourage personnel, and gives evidence of strong organizational skills and ability to finish tasks in a timely manner.
- Presents a personality that is accessible, visible, present, and approachable
- Committed to enhance our inclusion efforts for all learners.
- Advocates for Spanish immersion; pursuing Spanish literacy and fluency
- Proven ability to communicate well verbally and in writing.
- Demonstrates adeptness at problem solving and conflict resolution.



Lynden Christian School

Living God's Story – rooted, growing, serving

- Able to earn the respect of and build relationships with all members of the school community: students, staff, families, administration, board, and society.
- Familiar with the uniqueness of our community, having a deep understanding of the history of Lynden Christian and Reformed Christian education.
- Proficiency in computers and related software including student assessments and school operations software
- Able to provide financial oversight and budgetary competence

EDUCATION, LICENSE, and EXPERIENCE:

- Master's degree in education, leadership, or a related field that provided training for leading and educating. Educational state certification expected.
- Experience and training in leading and supervising others with teaching experience in elementary education. A meaningful connection to Christian education and is articulate and committed to Reformed Christian education
- Other combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

JOB DESCRIPTION of the Elementary School Principal:

Relationships

- Board – Superintendent: They have access to the school board and may meet with the board in the role of observer or advisor. They are expected to stand with the board and superintendent to staff and to the community both by cooperation and verbal expression. They meet with the education committee monthly.
- They serve as a member of the administrative team.
- Staff and Students: The principal is responsible for eliciting dynamic performance from his staff; for providing Christian and educational leadership for his staff and students; for encouraging a relationship of respect and support for staff and students.
- Parents and Community: The PK – 4 principal communicates with parents and the community.
- The superintendent will hold the principal accountable for the administration of the school through regular constructive written and oral evaluation.

Specific Tasks or Areas of Direct Supervision

- School Culture: The principal shall provide a stimulus and a direction to foster a Christian culture, atmosphere, and attitude in the school and at school events. He/she is an available administrator to staff, students, and parents. He/she shall view his areas of responsibility and function as a Christian educational and spiritual leader within the community.
- Personnel – The principal is responsible for the following:
 - recruitment of teachers (PK-4) and for making recommendations for appointments to the superintendent.
 - the assignment, instruction, supervision, and evaluation of all teaching personnel, PK-4, striving to see improvement from all teachers
 - organizing staff committees, supervising their functioning, and evaluating their effectiveness.



Lynden Christian School

Living God's Story – rooted, growing, serving

- encouraging staff members to live responsible Christian lives; integrating their teaching and their Christian faith; and promoting Christian education.
- Instructional Program and Curriculum – Through collaboration with teachers and curriculum coordinator, the principal is responsible for the development, coordination, and evaluation of curriculum in grades PK-4. (This is to be done in the context of the K-12 curriculum.) They recommend changes, additions, or subtractions of the curriculum to the superintendent, administrative team, and/or the Education Committee.

School Leadership, Management, and Administration

- They are a spiritual, educational, and personal leader for staff, encouraging their growth.
- They lead in discipling students, resolving conflict with staff and families, and imparting discipline when needed.
- They manage the daily operation of the school in an efficient, thorough, and Christian manner.
- They oversee academic programs within the operations of the school, such as Discovery Therapy, RX for math and reading, Student Academic Services, and Spanish Immersion.
- They work with the director of finance and superintendent to establish and maintain a budget to financially operate the elementary school in the areas of instruction, activities, and administration.
- They are responsible for the administration of the elementary school fund.
- They are responsible for supervision, evaluation, and organization of any office operations.
- They work with the admissions process in consultation and partnership with the development director including meeting with parents and participating in tours.

Promotion and Communication: They communicate in writing on a regular basis with parents regarding school activities and regulations. He/she aids in providing information for public communications.

GENERAL PHYSICAL REQUIREMENTS & WORK CONDITIONS

Primary work is performed within the school, playground, and office setting but also includes work throughout the LCS campus. Must be available to attend occasional evening board and committee meetings. This position may require sitting for long periods of time and hand manipulative skills for word processing and writing. Some bending and stooping with minimal lifting up to 30 pounds. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and people at a distance and read fine print in various forms.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.



Lynden Christian School

Living God's Story – rooted, growing, serving

APPENDIX

MISSION OF LYNDEN CHRISTIAN SCHOOL

The mission of Lynden Christian School is to be an effective instrument of God. Together with Christian parents and the church, we educate children and young people so that they may grow and mature into perceptive and caring Christians. Finally, our goal is to produce citizens who will have a transforming influence in the world.

CONSTITUTION OF LYNDEN CHRISTIAN SCHOOL

ARTICLE II: BASIS

The basis of this Society is the infallible Word of God as interpreted by the Reformed Standards. The Society is governed by the following guiding principles:

- (a) That all things have been created to the end that the Triune God may be glorified in and through them;
- (b) That God by His wise covenant arrangement has appointed the parent to be responsible for the training of the child to the end that God and His glory shall be central and supreme in life's total experience;
- (c) That the training of the child shall be continued under the parent's responsible supervision in a school that carries out the basic God-honoring, God-centered program begun in the home.

ARTICLE III: PURPOSE

The purpose of the Society is to maintain a school for the daily instruction of our children, such instruction to be in accordance with Art. II and directed toward the end that these children may occupy their places worthily in society, church, and state.



Lynden Christian School

Living God's Story – rooted, growing, serving

STATEMENT OF BASIS AND PRINCIPLES

The basis of Lynden Christian School is the Scriptures of the Old and New Testament, the infallible Word of God, as explicated in Reformed creedal standards. On this basis we affirm the following principles for Christian education:

THE BIBLE: That God by His Holy Word reveals Himself; renews man's understanding of God, of man himself, of his fellow man, and of the world; directs man in all his relationships and activities; and therefore guides His people also in the education of their children.

CREATION: That in their education children must come to learn that the world, and man's calling in it can rightly be understood only in their relation to the Triune God who by His creation, restoration, and governance directs all things to the coming of His kingdom and the glorification of His name.

SIN: That because of man's sin, which brought upon all mankind the curse of God, alienates him from his Creator, his neighbor, and the world; distorts his view of the true meaning and purpose of life; and misdirects human culture; man's sin also corrupts the education of children.

JESUS CHRIST: That: through our Savior Jesus Christ, there is renewal of our educational enterprise because He is the Redeemer of, and the Light and Way for, our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.

SCHOOLS: That the purpose of Christian schools is to educate children for a life of obedience to their calling in this world as image-bearers of God; that this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be stewards in their God-given cultural task.

PARENTS: That the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children. They should seek to discharge this obligation through school associations and school boards which engage the services of Christian teachers in Christian schools.

TEACHERS: That Christian teachers, both in obedience to God in cooperation with parents, have a unique pedagogical responsibility while educating the child in school.

PUPILS: That Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons; that the endowments and calling of young persons as God's image-bearers and their defects and inadequacies as sinners require that such



Lynden Christian School

Living God's Story – rooted, growing, serving

learning goals and such curricula will be selected as will best prepare them to live as obedient Christians; and that only with constant attention to such pedagogical concerns will education be truly Christian.

COMMUNITY: That because God's covenant embraces not only parents and their children but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of God's kingdom, it is the obligation not only of the parents but also of this Christian community to establish and maintain Christian schools, to pray for, work for, and give generously in their support.

EDUCATIONAL FREEDOM: That Christian Schools organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized in society as free to function according to their principles.

Lynden Christian School's Position Statement on the Sanctity of Human Life

Because human beings are created in the image of God their Creator, we affirm the following:

Each human being through the whole course of life, from their beginning in their mother's womb (see Psalm 139:13-16) through death, possesses God-given worth as His image-bearer, and is thus worthy of care and protection from the beginning of life until death.

Lynden Christian School's Position Statement on Human Sexuality and Gender Identity

Because human beings are created in the image of God their Creator, we affirm that all humans, male and female, homosexual, heterosexual, bisexual or otherwise have inestimable value and must be treated with dignity and respect.

As a community that seeks to be an authentic biblical community, Lynden Christian Schools is committed to addressing all issues of human sexuality and gender identity with grace and truth.**

We also affirm that one need not approve of a person's behavior in order to love them in Christ. God loves sinners, including those who sin differently than we do.

Lynden Christian School affirms the following interpretive framework regarding God's intent for human sexuality:

- A. The Creator's intent for human sexuality finds its fulfillment between a man and a woman within the bond of the marriage covenant. To experience the fullness of God's loving intent in human sexuality, sexual experience is intended to be celebrated between a man and a woman within that covenant union.
- B. Same gender and heterosexual lust is a condition contrary to God's created order which reveals the brokenness of our sinful world and the effects of sin on God's perfect intent for human sexuality. Being attracted



Lynden Christian School

Living God's Story – rooted, growing, serving

to persons of the same sex is not culpable or sinful.

- C. Hetero-sexual practice outside the covenant of marriage and all homo-sexual practice is incompatible with the will of God as revealed in scripture and is sin demanding confession and repentance.
- D. God created two genders - male and female - determined biologically at birth.
- E. None of us has measured up to God's perfect will for our sexuality, and thus we are all in need of, and able to receive, abundant grace and forgiveness through our Savior Jesus Christ.
- F. We will communicate and uphold God's standards for human sexuality and gender identity with grace, mercy, compassion and equity.

In light of the above framework, Lynden Christian School commits itself to the following standards of Christian practice:

- A. Exercising patient understanding of and compassion for all students struggling with any issue of sexuality or gender identity.
- B. Ensuring an environment that is free from discrimination.
 - i. No student, heterosexual or homosexual, will be pressured to disclose their sexual orientation.
 - ii. No student will be expelled or excluded on the basis of their same gender attraction.
- C. Insisting upon an atmosphere that is a safe learning environment for all students.
 - i. Physical assault, harassment (snide remarks, jokes, innuendo, slogans, disparaging terms), or bullying on the basis of one's sexual orientation will not be tolerated. This policy extends to gestures, emails, text messages, notes and any other written or electronic form of threat or harassment.
 - ii. Gay or anti-gay militancy is regarded as incompatible with Christian community and therefore will not be tolerated.
 - iii. Public displays of affection between couples will not be allowed.
- D. Providing all students with the following:
 - i. A compassionate venue in which to engage in authentic dialogue about the very real, confusing and often painful issues related to human sexuality and gender identity.
 - ii. The assurance of confidentiality except in instances of suicidal ideation or other self-harming behaviors.
 - iii. School counselors who will offer biblical guidance, resources and options for referral for counseling.
 - iv. An assurance that the dignity of all students and families will be guarded.
- E. Acknowledging our own human frailty and dependence upon Christ for his humility, grace, and wisdom in our considerations of human sexuality, seeking always to love one another as He has loved us.

** Lynden Christian Schools has established this Position Statement on Human Sexuality and Gender Identity for a variety of reasons:

- To give clarity for staff, students, and families around these topics
- To provide direction for instruction around these topics
- To protect the organization legally, particularly in areas of employment and



Lynden Christian School

Living God's Story – rooted, growing, serving

enrollment

- To direct policy making

* We acknowledge with gratitude the influence of the following institutions upon the writing of this document

- Society of Christian Schools In British Columbia, *Same Gender Attraction: A Discussion Among Our Christian School Communities*
- Seattle Pacific University, *Statement on Human Sexuality*
- Unity Christian School, *Guidelines for Respecting Diversity*
- Christian Reformed Church of North America, *Committee to Study Homosexuality, Report 42, art. 53*
- Christian Reformed Church of North America, *Pastoral Care for Homosexual Members*
- Edmonton Christian Schools, *Staff Guidelines for Creation a Safe and Caring School for Lesbian, Gay, Bisexual and Transgendered Students*