

First Baptist Christian School

3364 West Pleasant Grove Rd., Rogers, AR 72758 (479) 878-1052

Qualifications for Principal

Under direction of the FBCS School board, and in support of the mission of First Baptist Church of Rogers, the **FBCS Elementary School Principal and Preschool Director** is responsible to fulfill the school's mission of honoring the Lord Jesus Christ by pursuing academic excellence while growing students in the grace of God's Word so that students will engage their community with the saving knowledge of Jesus Christ.

FUNCTION AND DUTIES

- Align the mission of FBCS with the mission of First Baptist Church of Rogers to make disciples of all the nations.
- Supervise all teachers/staff and evaluate according to best industry standards and procedures as may be stated in the Faculty Handbook.
- Develop the faculty members and identify areas of professional growth needed and write a professional development plan for each faculty member.
- Ensure all state – ANSAA , ACSI, and industry requirements are met to allow for highest level of educational quality possible for all students.
- Assist teachers in integrating biblical truth in all curriculum, assuring appropriate scope and sequence in every subject and level. Hold elementary and preschool teachers accountable for following curriculum guides, and check lesson plans on a weekly basis.
- Supervise developing and implementing new curriculum as improvement or additions are needed.
- Oversee the school's budget, ensuring good stewardship of available resources.
- Schedule elementary and preschool classes, students, faculty and staff, maximizing available space and personnel.
- Communicate effectively to keep parents, students, staff, and faculty informed of school programs and information.
- Prepare and conduct divisional faculty meetings: Preschool at least once a month and Elementary at least once a month.
- Facilitate the quarterly Star Renaissance testing with elementary students. Chart progress for application to CAPE Blue Ribbon Status.
- Coordinate weekly chapel programs and student activities.
- Lead school functions such as Parent Open House, Parent Meetings, and coordination of special field trips, etc.
- Lead enrollment events for potential new students and families.
- Lead in school wide accreditation efforts to ensure successful accreditation and re-accreditation with ACSI and any other necessary or appropriate accreditation organizations.
- Perform additional duties as necessary or as directed by the school board for FBCS, in collaboration and coordination with First Baptist Rogers' Administrative Pastor.

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Requirements

ESSENTIAL JOB QUALIFICATIONS AND REQUIREMENTS

PERSONAL BELIEF & BEHAVIOR

- Must be a born-again Christian whose lifestyle and character demonstrate obedience to God and the Holy Scriptures, and express agreement with the doctrinal viewpoints and Christian lifestyle requirements of the First Baptist Church of Rogers.
- Must be able to accept and support the Church's doctrinal statement.
- Demonstrate a deep and evident faith in Jesus Christ and a love for the church by being an active and committed participant in the FBC Rogers congregation.
- Must affirm that he/she believes that working and ministering in this Christian school as a principal would be pleasing to God, would be consistent with his/her purpose in life, and would be a good steward of his/her time, talent, and professional abilities.
- Pray diligently and consistently for God's wisdom, understanding and discernment, and have a passion for providing humble servant leadership.
- Must enjoy working with young children and families of preschool and elementary age children.
- Be an enthusiastic follower of Jesus Christ.

PROFESSIONAL

- Have attained a master's degree; preferably a master's degree in Educational Leadership.
- Bring significant leadership and complex administrative experience to FBCS.
- Classroom teacher experience (5+ years) at the elementary education level preferred
- Must possess a valid Principal certificate (ACSI or State of Arkansas) or receive the same within one year of employment.
- All new administrators and teachers to FBCS must apply for and receive temporary ACSI certification within (6) months of commencing teaching before being eligible to be considered for a new contract.

INDIVIDUAL KNOWLEDGE, SKILLS, & ABILITIES

- Superior interpersonal relationship skills.
- Be a strategic thinker and collaborative problem solver open to receiving feedback; be able to readily identify key issues, comprehending all sides of an issue, and then make a prayerful, thoughtful, timely, and wise decision.
- Have well-developed communication skills and be recognized as a good listener; build an environment of collaboration among church staff, church congregation, FBCS faculty, administrators, students, parents and alumni; inspire audiences internally and externally; build consensus among diverse constituents.

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- Strong work ethic and self-motivated.
- Effective multi-tasking and time management skills.
- Flexibility and adaptability to schedule and other changes.
- Ability and willingness to work on evenings, weekends or off-schedule hours as administrator level responsibilities may require.
- Lead with humility, kindness, and hospitality; interact with others by being approachable and sincerely interested in people from a wide variety of backgrounds and interests.
- Excellent Christian judgment and biblical discretion.