



## Grammar School Principal

### Job Description

The Grammar School Principal will serve to help Providence Academy accomplish its mission to partner with parents to raise Godly leaders who will impact the world for Christ. Providence is a 4K-12 private school in Green Bay, WI that has a forward-focused vision to become an innovative leader in the education market through its Christian, classical methodology. Its aim is to produce Godly leaders who impact their communities in lasting ways and are equipped to think and reason critically as they engage the world around them.

#### Responsibilities

##### 1. ORGANIZATION/MANAGEMENT

- Supervises the day-to-day operations of the grammar school
- Monitors the needs of the grammar program and solves problems promptly
- Organizes various co- and extracurricular activities for the grammar program
- Schedules grammar school calendar and courses
- Supervises ordering of general supplies, textbooks, and equipment for the grammar program
- Oversees placement and readiness assessments for incoming grammar students
- Records and reports any student injury or medical circumstance in the absence of the Headmaster.

##### 2. FINANCE

- Follows purchasing policies when ordering grammar materials in order to remain within the budgeted amounts
- Ensures accurate records are maintained of all orders and expenses related to the grammar program

##### 3. DEVELOPMENT

- When appropriate, assists the Headmaster in grammar-related development projects and functions

##### 4. RELATIONSHIP TO THE HEADMASTER AND BOARD

- Defers to the Headmaster in all matters of policy, work, and authority
- Supports board policy and decisions
- Keeps the Headmaster informed of relevant issues affecting the grammar school
- Effective in recruiting and preliminary interviewing of potential grammar staff members
- Acts as liaison between the grammar staff and the Headmaster
- Follows the philosophy and goals of Providence Academy

##### 5. PARENT CONSTITUENCY

- Keeps parents informed of all relevant issues affecting the grammar school
- Engages and educates parents about matters concerning classical Christian education
- Initiates and responds to regular and specific correspondence with parents and patrons
- Represents the grammar school to the public
- Is available to meet with parents and others



- Participates in new family meetings

## **6. INSTRUCTIONAL AND FACULTY-STAFF LEADERSHIP**

- Keeps informed about all instructional aspects of the grammar program and classical Christian education including regular attendance at ACCS conferences or training summits
- Studies areas for curriculum improvement
- Oversees that grammar faculty are adhering to the curriculum guide and scope and sequence
- Encourages the growth of the faculty through training, class visitations, workshops, in-service, evaluations, and onboarding etc. Is alert to staff morale
- Communicates pertinent policies to the grammar faculty and conducts grammar faculty meetings
- Oversees and enforces discipline in the grammar school
- Organizes the administration of standardized testing to the grammar students
- Oversees grammar students with ISP plans and works with parents and specialists accordingly
- Supervises the reporting and monitoring of grammar student academic eligibility
- Makes decisions regarding grammar student class divisions
- Oversees the extended care after school program
- Participates in the planning and coordination of grammar assemblies including Grandparents Day, Veterans Day, Field Day, History Fair, and a Spelling Bee
- Monitors the overall spiritual maturity displayed by the grammar students and staff

## **7. PROFESSIONAL AND PERSONAL**

- Maintains and builds personal and professional development
- Maintains and displays high standards of personal ethics
- Represents the school with appropriate decorum
- Sets a professional example for his/her staff

## **8. FACILITY MANAGEMENT**

- Enforces and communicates high neatness and cleanliness standards within the grammar classrooms
- Suggests capital, and other improvements to the Headmaster
- Suggests grammar classroom allocations to the Headmaster
- Supports and assists in the overall facility maintenance/use standards for the entire facility

## **QUALIFICATIONS**

- Must be a professing, born-again Christian and affirm our statement of faith
- Must have regular attendance at a church that affirms our statement of faith
- Must possess an undergraduate degree (Master's degree is preferred)
- Demonstrates high personal and professional organization
- Comfortable speaking in front of groups
- Team player who is personable, patient, humble, and able to lead well
- 3-5 years of experience preferred
- Working knowledge of classical Christian education

## **COMPENSATION AND BENEFITS**



- Salary negotiable based on experience
- Two weeks of vacation during the summer months, six days of PTO during the school year, in addition to regular school breaks
- Discounted Providence tuition for children