



Devoted to Christ, Dedicated to Excellence, Committed to Serve

Redeemer Christian High School

School Principal Job Description

Preamble

The School Principal provides a unique leadership role to the Redeemer Christian High School (RCHS) Board of Directors (Board), the school staff, and the community. As the senior staff member of the organisation, the School Principal is expected to embody and pursue the vision and mission of the school while effectively managing the school's resources. This all-encompassing mandate of servant leadership requires both general expectations and specific task responsibilities to be outlined properly. In this way, the School Principal has a clear sense of the task and the school Board can be assured that their senior executive is performing the duties satisfactorily.

RCHS Vision Statement: Students and their learning are the focus of the entire Corporation. RCHS trains students to be ambassadors for Christ with a global perspective through enhanced programs, improved facilities, and strengthened community support. All organizational decisions and practices serve this vision.

RCHS Mission Statement: To provide a community of learning that challenges students to develop disciplined hearts, minds, and bodies according to the full measure of Jesus Christ.

Spiritual Leadership

The School Principal is called upon to provide spiritual leadership to the school community. The School Principal is expected to infuse a Christian worldview into all aspects of the education of students and with their engagement with teachers and the supporting staff. This is to be done through various communications modes such as worshipping, speaking, writing, and visual representations.

This Spiritual Leadership is fulfilled by:

- a) A personal lifestyle and daily practice that must be in keeping with the school's Lifestyle Policy.
- b) An interpretation of the applicable Biblical imperatives for Christian learning that is in keeping with RCHS By-laws.
- c) A program of worshipful community-building that is in harmony with the practices of the supporting churches.
- d) Communicating a Christian worldview as it applies to the operation of the school.



Devoted to Christ, Dedicated to Excellence, Committed to Serve

Board Leadership

The School Principal has the unique assignment of being a servant of the school Board as well as a leader within the boardroom. The School Principal is expected to help lead the school Board in its pursuit of its vision and mission. The School Principal is expected to provide expert advice to the Board on matters of educational policy as well as government compliance and understandings on all matters of school operations.

This Board Leadership is described by:

- a) The duty to ensure respect for all federal and provincial laws and regulations applicable to the operation of the corporation and its school.
- b) The duty to uphold the bylaws of the school corporation.
- c) The duty to uphold the policies of the school Board, both those already in place and those to be revised or added.
- d) The duty of regular attendance at all Board meetings.
- e) The duty to inform the Board in a timely manner of the proper operations of the school and other assigned roles.
- f) The responsibility to advise the Board in the development and maintenance of Strategic Plans.
- g) The responsibility to advise the Board in areas of recruitment, communication, and public relations.



Devoted to Christ, Dedicated to Excellence, Committed to Serve

Staff Employment Leadership

The School Principal is called upon to lead all staff members hired by the school. This leadership requires an understanding of employment practices and professional development to ensure a harmonious workplace focused on achieving the RCHS vision and mission.

This Staff Employment Leadership is described by:

- a) The duty to respect and uphold other governmental legislation or regulations affecting employment relations.
- b) The duty to respect and uphold the contracts and schedules in place with the staff members.
- c) The responsibility to conduct proper record-keeping and oversight of all staff members that are directly accountable to the School Principal.
- d) The responsibility to conduct or make available professional development opportunities for staff members, either individually or in groups, so they are equipped for success and able to excel in their profession.
- e) The responsibility to determine and modify the job expectations and workloads of staff members.
- f) The responsibility to ensure fair practice for all staff members.
- g) The responsibility to evaluate the performance of all staff in consultation with the Vice Principal(s).
- h) The responsibility to publish and maintain the updating of an annual Staff Handbook that includes key information on school procedures and policies.
- i) The responsibility to provide input on the annual compensation (wages, salaries and benefits) for staff members in conjunction with the Contract Partnership and Finance Committees.
- j) The responsibility to assign and organize the staff in consultation with the Vice Principal(s).
- k) The duty to conduct exit interviews and present the findings to the Board.
- l) The responsibility to recruit and hire new or replacement staff members in conjunction with the Human Resources Committee when applicable.
- m) The responsibility to ensure the training and orientation of new staff members.

Learning Leadership

The School Principal is entrusted with overseeing the Christian educational purpose of the school. The School Principal is called to lead the staff in defining, developing and delivering the learning model for the students. Oversight of the program of instruction, including proper assessment of student progress, rests ultimately with the School Principal.

This Learning Leadership is described by:

- a) The responsibility to ensure that all students, including those with exceptionalities, can flourish as learners.
- b) The expectation to maintain the RCHS program of instruction, in its current documentation and in its future revisions and additions, to ensure its relevance as an educational plan which follows the Ontario Curriculum in a manner that respects and does not undermine or conflict with the mission and vision of RCHS and the Christian beliefs and identities of the corporation.
- c) The responsibility to ensure that teaching staff members are equipped materially and pedagogically to properly implement the program of instruction.
- d) The responsibility to ensure that the parents are regularly apprised of their children's progress in their learning.
- e) The duty to make regular classroom visits to ensure that the program of the school is being delivered effectively.
- f) The responsibility to hold teachers accountable for communication with students and parents, and performance of their various duties.
- g) The responsibility to set appropriate standards for educational achievement in teaching and learning.

Student Well-Being Leadership

The School Principal is entrusted with the well-being of every student enrolled in the school. This custodial responsibility extends beyond the learning experience and encompasses encouraging their ability to be contributors to a distinctively Christian learning community.

This Student Wellbeing Leadership is described by:

- a) The duty to respect and uphold governmental legislation or regulations affecting children.
- b) The duty to respect and uphold the policies of the School Board relating to student health and welfare.
- c) The responsibility to ensure that a coherent set of rules for student conduct are documented and communicated within the school community and understood by staff.
- d) The responsibility to ensure student participation, voice, and leadership in the life of the school community while leading the community in creating a culture of respect and concern for each student.
- e) The responsibility to document, uphold, and administer the RCHS Student Discipline Policy and its related procedures.
- f) The responsibility to recruit and admit new students and to keep proper school records during their enrolment with the school in accordance with RCHS policy and procedures and make recommendations to the Board of Directors about the admissions process.
- g) The duty to conduct student expulsion procedures and make recommendations to the Board about student expulsions.

Administrative Leadership

The School Principal is charged with the efficient management of the affairs of the school. This task requires an understanding of governmental expectations as well as the implementation of best practices in office management. This includes the responsibility to document, uphold, and administer the Redeemer Christian School Student Attendance Policy and its related procedures as well as uphold governmental legislation or regulations affecting operations.



Devoted to Christ, Dedicated to Excellence, Committed to Serve

Financial Leadership

The School Principal is entrusted with financial responsibilities in order to properly serve as the senior executive of the school. The School Principal must understand financial principles and be able to provide insightful stewardship of the funds entrusted to the operation of school programs.

This Financial Leadership is described by:

- a) The duty to manage all funds entrusted to the School Principal ethically.
- b) The duty to be transparent in reporting on the financial activities of the funds entrusted to the School principal.
- c) The responsibility to prepare, approve, and follow annual budgets for the operations of the school including promotions, program/educational, IT, facilities, and professional development.
- d) The responsibilities to work with the Finance Committee as the committee develops the annual School Operations Budget that requires setting rates and collecting tuition and other fees / charges, as well as signing off on expense cheques.

Facility Leadership

The School Principal is entrusted with the property owned by the school corporation as a steward of the school Board. The School Principal must ensure that the facility and grounds are properly maintained and in good working order.

This Facility Leadership is described by:

- a) The duty to respect and uphold governmental legislation or regulations affecting school buildings and property.
- b) The duty to uphold the policies of the school Board regarding its property both those already in place and those to be revised or added.
- c) The responsibility to ensure that the school community staff and volunteers are trained and equipped in emergency situations.

Community Leadership

The School Principal, by virtue of the position, is the “de facto” spokesperson for the school and membership and is accountable for this representation to the school Board. All school communications, other than RCHS Board communications, are the responsibility of the School Principal.

This Community Leadership is described by:

- a) The duty to uphold and administer any communications related policy and its related procedures.
- b) The responsibility to communicate the vision and mission of the school.
- c) The responsibility to publish timely communications to the school parents as well as to the membership (when applicable).
- d) The responsibility to ensure that RCHS’s social media remains current and effective as a key school communication mode.
- e) The responsibility to oversee the work of Admissions, Human Resources, Programs, Property Management, Promotions, Transportation and Ad hoc Committees.
- f) The responsibility to participate in key community-building and promotional events.
- g) The responsibility to demonstrate a positive relationship with parents and with others in the school community.
- h) The responsibility to encourage the development of a positive school culture that honours the gifts of members in the community.
- i) The responsibility to participate in information sessions for prospective parents which will include program discussion, description of extracurricular activities, explanation of finances, and the nature of Christian perspective throughout RCHS program.