Job Title: Middle School Principal  
Reports to: Director of Academics

Required Qualifications:
- Master of Educational Leadership
- Bachelor’s Degree or Master’s Degree in elementary or secondary education
- At least 5 years successful teaching experience
- At least 2 years of successful school leadership experience
- A committed relationship to Jesus Christ
- Comparable leadership or educational experience may also be considered

Preferred Qualifications:
- Willing to obtain an ACSI Administrator Certification
- Working knowledge of PBIS and Restorative Practices
- Working knowledge of Love and Logic
- Previous experience living overseas
- Previous experience working in an international school

Key Responsibility Areas:
- Lead the Middle School Program to ensure we are achieving our mission to excel academically and live out a biblical worldview.
- Lead the Middle School Team - team culture, team building, alignment to vision, mission and values.
- Lead Middle School Staff - evaluate teachers and staff based on expected student outcomes, ensure they have the proper tools they need and point them to the right people and resources.
- Lead Middle School Students - ensure the right environment exists for students to achieve our ESO’s - academically, spiritually and behaviorally. Ensure students are ready to move from middle school to high school.
- Lead Middle School Parents and equip them as key partners in the vision, mission and values of KICS.

Key Roles and Responsibilities:
- Oversee the daily operation of the middle school (Grades 6-8) including students, teachers, counselor, and learning support.
- Oversee all middle school programs and activities, ensuring they are successful and running in alignment with KICS Vision, Mission, Values and leading towards our ESO’s. These include and are not limited to Talent Shows, Music and Art Celebrations, Sports activities, Theater activities, and after school activities geared towards middle school students.
- Oversee the master schedule and assign middle school staff (core teachers, electives, paras) to classes, ensuring alignment to the KICS Academic Plan, collaborating with the high school principal and Director of Academics. Ensure schedules, offerings and staff are moving us towards the KICS mission.
- Oversee middle school student discipline and ensure parent communication, collaborating with appropriate teachers and Director of Academics as needed.
- Oversee Academic Progress for all middle school students and classes, including Academic Contracts, students with differing needs, collaborating with teachers and the Learning Support Team.
- Oversee the budgeting and ordering process for the middle school school, collaborating with
Director of Finance and Director of Academics.

- Oversee the editing of appropriate sections in the Parent/Student Handbook and Staff Handbook, collaborating with the leadership team.
- Oversee the collaboration and leadership structure of middle school, inclusive of team meetings, grade band meetings and department meetings.
- Oversee 8th grade defense in collaboration with middle school team lead.
- Oversee grade 8 moving-up activities, collaborating with the grade 8 teachers.
- Oversee all middle school assemblies and awards.
- Oversee our overall Mission/chapel time.
- Supervise and evaluate each middle school staff at least twice a year.
- Supervise the middle school athletic program and activities (overseen by Athletic Coordinator)
- Supervise the report card process (overseen by Registrar)
- Develop and equip staff and key student leaders for greater responsibilities.
- Develop staff by ensuring each middle school staff has an individual professional development plan with specific goals for the year. Check in with each middle school staff at least once per month towards goals. Help point staff to the right people and right resources for them to grow in their goals. Ensure that goals are aligned with the KICS Vision, Mission and Values.
- Develop Coaching Framework for middle school in collaboration with the Director of Academics.
- Participate actively in any and all Accreditation processes – ACSI, MSA, CESA, etc.
- Participate in the KICS Strategic Plan, overseeing certain tasks within each of the goals and collaborating on many.
- Participate in the middle school hiring process and recommend qualified candidates to the Director of Academics and the Director.
- Participate on the Leadership Team and the Child Safety and Crisis Management Committee.
- Participate in the curriculum review cycle (led by Director of Academics).
- Participate in Professional Development Plan (led by Director of Academics).
- Participate in Data collection and ensure the middle school environment is ready for various data collection, analysis and growing in data informed learning. (led by Director of Academics).
- Support school-wide activities.
- Communicate with all middle school stakeholders regularly and appropriately through newsletters, interviews, parent partnership seminars and meetings.
- Communicate any areas of concern immediately to the Director of Academics).
- Connect staff with the right people and the right resources to help them towards their growth areas.
- Other duties as assigned or needed.

**Key Measures:**

- **Program**
  - Is there a culture of grace, truth and love at each level of middle school?
  - Do we rank in the 85th% for MAP in ELA & Math?
  - Do we rank in the 85th% for Iowa compared to private schools in the US?
  - Do we rank above the ACSI global NPR for Iowa assessments?
  - Does the middle school Program live out the Vision, Mission and Values of KICS?
  - Do we have 85% or higher of our students meeting our ESOs at each grade level?
- **Team**
  - Is there open, honest dialogue, debate, disagreement within the middle school team?
  - Are there at least 3 leaders on your team that are looked up to and respected and are in alignment with the Vision, Mission and Values of KICS?
  - Are all hearts clear?
- **Staff**
  - Number of staff achieving their goals each semester.
- Number of staff participating in extracurricular activities.
- Number of staff volunteering when help is needed.
- Number of staff available to help students outside of class hours.

**Students**
- Number of students ready to move to the next grade.
- Number of students with an overall grade of at least a 75% is 85% or greater.
- Number of students participating in extracurricular activities.
- Number of students participating in servant-leadership opportunities inside and outside of KICS.
- Number of students able to articulate why they believe what they believe.

**Parents**
- Has each middle school parent had a touchpoint with you each semester?
- Are 90% of all middle school parent’s concerns initially addressed within one business day?