Job Title: Primary Principal
Reports to: Director of Academics

Required Qualifications:
- Master of Educational Leadership
- Bachelor’s Degree or Master’s Degree in elementary 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 writer’s and reader’s workshop
- Working knowledge of Love and Logic
- Previous experience living overseas
- Previous experience working in an international school

Key Responsibility Areas:
- Lead the Primary Program to ensure we are achieving our mission to excel academically and live out a biblical worldview.
- Lead the Primary Team - team culture, team building, alignment to vision, mission and values.
- Lead Primary 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 Primary Students - ensure the right environment exists for students to achieve our ESOs - academically, spiritually and behaviorally. Ensure students are ready to move from primary to middle school.
- Lead Primary 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 primary school (pre-K through Grade 5) including students, teachers, counselors, and learning support.
- Oversee all primary 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 for Primary, after school activities geared towards Primary students, etc.
- Oversee the master schedule and assign primary staff (core teachers, specials, paras) to classes, ensuring alignment to the KICS Academic Plan, collaborating with Director of Academics. Ensure schedules, offerings and staff are moving us towards the KICS mission.
- Oversee primary student discipline and ensure parent communication, collaborating with appropriate Teachers and Director of Academics as needed.
- Oversee Academic Progress for all Primary 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 primary school, collaborating with Director of Finance and Director of Academics, and Director.
- 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 primary, inclusive of team meetings, grade
band meetings and department meetings.

- Oversee Pre-K graduation planning, collaborating with the Pre-K team.
- Oversee Grade 5 moving-up activities, collaborating with the Grade 5 teachers.
- Oversee all Primary assemblies and awards.
- Oversee our overall Mission/chapel time.
- Supervise and evaluate each primary staff at least twice a year.
- Supervise the primary athletic program and activities (overseen by Athletic Dir.)
- Supervise the report card process (overseen by Registrar)
- Develop and equip staff and key student leaders for greater responsibilities.
- Develop staff by ensuring each primary staff has an individual professional development plan with specific goals for the year. Check in with each primary 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 Primary 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 primary 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 Primary 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 primary 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 Primary?
  - 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 Primary 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 Primary 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 3 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 primary parent had a touchpoint with you each semester?
  • Are 90% of all primary parent’s concerns initially addressed within one business day?