



# PALMETTO CHRISTIAN ACADEMY

**Job Title:** Lower School Principal

**Status:** Full-time position for the 2024-25 school year

**Prepared by / Date:** JD Zubia / March 2024

**Reporting Structure:** This position reports to the Assistant Headmaster/Director of Academics.

## Position Summary

Palmetto Christian Academy is seeking a full-time Lower School Principal (grades K-5) who can lead the Lower School faculty to teach with a distinctly Biblical worldview integrated throughout the curriculum and instruction. The candidate must possess at least a Master's degree in education with a minimum of 5 years of teaching at the elementary level and 2-3 years as an administrator.

## Primary Responsibilities

The Principal's duties include (but are not limited to):

- Working with Administrative team to develop school-wide procedures and policies
- Working with Administrative team to develop Lower School budget
- Working with Administrative team to maintain ACSI Accreditation
- Assisting the Admissions Director in conducting prospective family interviews
- Working with the Upper School Principal to develop class schedules
- Developing and managing Lower School curriculum program with the Lower School Instructional Coach
- Developing opportunities for faculty professional development
- Using data analysis to assist in student academic improvement and placement
- Communicating with students and parents regarding academic and discipline issues

- Providing ongoing evaluation to faculty members including informal and formal assessments to help determine faculty assignments
- Guiding students to self-governance through redemptive discipline
- Providing spiritual leadership and growth opportunities to faculty and staff

### **Qualifications and Requirements**

- Candidate must possess at least a Master's degree in education or education-related field, from an accredited university and have a minimum of 5 years of classroom teaching experience and 2-3 years of administration experience, preferably in a Christian School.
- Possess or be willing to work toward an ACSI Principal certification.
- Must have a credible profession of faith and testimony, and be actively involved in a local church, as this person will serve as a role model in attitude, speech, and actions for the school community.
- Must be able to articulate his/her Christian worldview and philosophy of Kingdom education
- Able to implement policy and procedures of the math department and school.
- Must possess strong communication and interpersonal skills.
- Must attend faculty meetings, professional development seminars, and devotions.
- Must be proficient with MS Office Suite and/or Google Workspace
- Must have familiarity or willingness to learn Blackbaud software for student management

Candidates must be in agreement with the PCA Core Beliefs which can be found [HERE](#) and must demonstrate a strong, personal relationship with Jesus Christ. If you believe you are qualified, we invite you to submit an [online application](#).

Please direct your questions to Mrs. Casie Benton, Executive Assistant to the Principals, at [cbenton@palmettochristianacademy.org](mailto:cbenton@palmettochristianacademy.org).