

## **Lower School Principal Job Description - Westbury Christian School**

The Lower School Principal is the primary spiritual and educational leader of the K3-4<sup>th</sup> grade division. This leader will cultivate the academic and spiritual growth of each student, ensuring the program is faithful in its pursuit of Truth, wise in its leadership, and diverse like the Kingdom. The Principal is responsible for fostering an environment where students flourish into God's plan for their lives, preparing them to be Christ-following, compassionate leaders and lifelong learners.

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### **Key Responsibilities**

#### ***Educational Leadership & Curriculum***

The Principal will provide visionary and innovative leadership to ensure the academic program is rigorous, relevant, and future-focused.

- Lead the design, articulation, and execution of a K3-4<sup>th</sup> grade curriculum that integrates a growing Christian faith with best practices in early and elementary education.
- Champion and model innovative instructional practices, including project-based learning (PBL), inquiry-based methods, and the purposeful integration of technology, to foster student resourcefulness and lifelong learning.
- Demonstrates a strong commitment to continually evaluating and strengthening academic rigor in both curriculum design and student learning habits.
  - In mathematics, curriculum implements an approach that emphasizes mastery and ongoing review through concept “spiraling.”
  - Supports high expectations in English Language Arts through explicit phonics and science-of-reading-aligned instruction, developmentally appropriate spelling, and a comprehensive grammar curriculum that builds strong foundational skills and reading comprehension, including opportunities for independent practice.
- Ensure that academic programs develop the critical 21st-century skills—such as critical thinking, collaboration, communication, and creativity—necessary for students to thrive in middle school and beyond
- Utilize student performance data and current educational research to proactively identify areas for program growth, driving the school's commitment to the pursuit of academic excellence and pedagogical renewal.
- Establish a learning environment that actively promotes curiosity and intellectual risk-taking among both students and faculty, recognizing that a desire to grow is a critical requirement for a learning organization.

- Support Lower School faculty in their professional development, including evaluating and observing teachers and classrooms to provide feedback.

### ***Spiritual Leadership & School Culture***

- Serve as the spiritual role model for students, faculty, and families, demonstrating a commitment to personal faith and spiritual growth as necessary to share with others.
- Lead the faculty in spiritual development, prayer, and mentorship, modeling what it means to be a Christ follower and contributing to Kingdom-building.
- Foster a caring and welcoming community where positive relationships drive the work and a culture of belonging is evident for all students, staff, and families.
- Oversee the implementation of programs and activities that develop students as Christian servants and compassionate leaders.

### ***Faculty and Staff Management***

- Recruit, evaluate, and retain faculty who possess a desire to grow (including curiosity, humility, and resilience) and who are committed to the school's Christian mission.
- Mentor faculty in integrating their Christian faith into their teaching and in pursuing excellence in their craft, individually and collectively.
- Lead professional development focused on pedagogical innovation and spiritual formation, ensuring a high-quality faculty prepared to thrive in a constantly evolving world.
- Fosters collaboration across grade levels by intentionally seeking consistency in expectations, instruction, and student experience. Encourages cross-division collaboration between lower, middle, and high school, embracing shared learning opportunities.

### ***Communication & Community Engagement***

- Act as a key representative and advocate for the Lower School, communicating with clarity and wisdom with internal and external stakeholders.
- Strengthen the partnership between the Christian school and families, building strong, positive trusting relationships to ensure consistency between home and school.
- Actively support and celebrate the school's commitment to being diverse like the Kingdom, working to maintain a welcoming, diverse community that reflects the population of the Houston-metro area.

- Maintains clear professional boundaries with parents and colleagues, modeling appropriate communication practices and avoiding informal interactions, such as engagement on social media.

### ***School Operations & Administration***

- Manage the divisional budget and resource allocation, upholding the value of resourcefulness and stewardship.
- Oversee the scheduling of classes, events, and all Lower School activities in collaboration with other administrators
- Ensure compliance with all relevant policies, standards, and governmental regulations.
- Ensure appropriate supervision of students during school hours
- Other duties as assigned by the Head of School

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### **Qualifications and Requirements**

- **Education:** Master's degree in Educational Leadership, Curriculum and Instruction, or a related field (required).
- **Experience:**
  - Minimum of five (5) years of successful classroom teaching experience, preferably within an elementary setting (K3-5).
  - Minimum of two (2) years in a successful school leadership or administrative position.
  - Experience in a Christian school environment is preferred.
- **Spiritual Commitment:**
  - Affirms and supports the school's Statement of Christian Faith and Guiding Biblical Principles.
  - Active member in good standing of a local Christian congregation.
  - Demonstrates a passion for the successful education and spiritual formation of students.
- **Leadership & Skills:**
  - Strong understanding of early childhood and elementary development, encompassing academic, social-emotional, and physical domains.
  - Proven record of innovative, strategic, and resourceful educational leadership.
  - Exceptional organizational skills, characterized by diligence, accountability, and fiscal prudence.
  - Demonstrated ability to foster a culture of belonging.

- High emotional intelligence and outstanding communication (written and verbal) and collaborative leadership skills.
- Exemplifies the school's commitment to humility, resilience, and a desire to grow as a reflective practitioner.

#### **Physical Requirements:**

The role requires the ability to move across campus frequently. The employee must be able to stand for long periods (e.g., during carline or event supervision) and occasionally lift up to 25 lbs. The position requires clear verbal communication, including public speaking, and the ability to operate in high-activity environments with significant noise.

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#### **Reporting Structure & Key Relationships**

- **Reports to:** Head of School.
- **Administrative Team Membership:** The Principal serves as an integral and active member of the Administrative Team and the Leadership Team, participating in strategic planning, institutional decision-making, and the overall coherence of the K3-12 program.
- **Supervises:** All full-time and part-time Lower School faculty, support staff, and the Lower School administrative assistant. The Principal also supervises the teacher workroom, clinic, and extended care program.