



Director of Elementary Services

Objective:

We are currently seeking an Elementary Principal to come and serve as an important piece of our Administrative team while operating as a major servant leader for our staff, students, and community through Brazosport Christian School.

School Overview:

BCS is a well established Christian school in the southern Brazoria County area that has a longstanding tradition of discipling students in the way of Jesus, while offering academic rigor, college readiness, and holistic life skills (physical, emotional, intellectual, and spiritual) to our student body. We are a growing campus, with a vibrant community spirit, and are a strong community partner within our area.

School Mission:

Brazosport Christian School exists to foster an environment of academic excellence with a biblical worldview, and equips students with qualities of knowledge, character, leadership and service to the glory of God.

Requirements:

- Deep love for Jesus and His mission in our world
- Master's Degree or in process of obtaining
- Certification in Educational Leadership or similar field
- Strong engagement within a local church community
- Ability to lead and communicate with adults and students

Expectations:

- Prioritize being with Jesus instead of doing for Jesus
- Honor your spouse (or close family/friends if single) as your greatest work
- Strive to work from your rest and not rest from your work
- Implement steps toward participating in sabbath
- Open and honest communication
- Timeliness to tasks/meetings
- Lead with a posture of listening
- Refusing to assume or bear false witness to a person or a situation - ask questions and walk in what is factual and true
- Work toward maintaining unity of the admin lead team and campus as a whole
- Regularly commune with a body of Christ followers
- Follow the Matthew 18 Principle in dealing with students, faculty, parents and administration.

Responsibilities:

- Administer all elementary programs in accordance with policies and procedures adopted by the board and administration of BCS.
- Assist the Head of School with curriculum development and the approval of textbooks and software licenses.
- Assist the Head of School in hiring, establishing job descriptions, and supervising all elementary personnel.
- Assist the Head of School in the observation and evaluation of the instructional staff.
- Assist the Head of School in implementation and training of staff through professional development
- Supervise school based/co-curricular activities and events.
- Provide spiritual leadership, coordinate prayer meetings as assigned, and counsel staff as appropriate.
- Collaborate with the Head of School on chapel services and spiritual direction.
- Establish systems and train staff in routine of daily operation (e.g., attendance, records, grading, etc.).
- Ensure that the discipline and attendance policies are effectively administered
- Consult with parents, coordinate staffing, and assist in any parent-education programs.
- Supervise entrance testing and interviewing for incoming students at the elementary level and serve on the admissions committee.
- Work in conjunction with the Head of School and the Director of Academics to implement and schedule End of Year progress testing and other benchmark testing.
- Assist Head of School to provide check-outs for assigned staff at the end of year, including inventories, cleaning, storage, orders, etc.
- In conjunction with the Head of School, create a yearly, scheduled balance between principal administrative duties and teaching load based on enrollment and staffing.
- Work with the Head of School and the Director of Academics to supervise the academic program of the elementary classroom, including report cards, substitute coverages, standardized testing, and scholastic awards.
- Accept responsibility for other assigned duties deemed necessary for the operation of BCS.

Position Details:

- Full Time Employment
- Administrative Position
- Hours of service: 7:15 AM - 3:30 PM
- First Day of Employment would be January 4th, 2022
- For more information about the school, visit our campus website at www.lbcs.org

Contact Information:

If interested, please submit a copy of your resume and testimony of your faith in Jesus (detailing the way He has impacted your life and how you are seeking to follow in His way) to Skyler Sikes - ssikes@lbcs.org

For further questions, please contact the school office at 979-297-0563.