



WEST VALLEY CHRISTIAN SCHOOL

Job Title:	Elementary Principal	Job Category:	Exempt
Department:	Administrative	Job Pay Type:	Salary + Benefits
Campus:	All	Position Type:	Full Time
Reports To:	Head of School	Expected Hours Per Week:	40+ hours

West Valley Christian School Mission Statement

West Valley Christian School equips students for life by providing Academic excellence, a Biblical foundation, and a Christ-centered community.

Job Summary

The Elementary Principal provides spiritual, educational, and administrative leadership for the elementary school. The Elementary Principal is responsible for managing the day-to-day operations of the elementary school, including short and long-range planning, student issues, academic requirements, conducting meetings, managing staffing, collaborating with the Exceptional Program Coordinator for student support, and promoting effective relationships among all stakeholders. The Elementary Principal serves as the instructional leader for the elementary building, ensuring a Christ-centered learning environment that nurtures academic excellence, spiritual growth, and character development. This role includes staff development, student discipline (*in partnership with the Dean of Students*), and fostering effective relationships among students, parents, faculty, and the broader school community.

Role and Responsibilities

<p>Spiritual Leadership:</p> <ul style="list-style-type: none"> • Models a Christ-centered life, providing spiritual leadership to students, staff, and families. • Ensures that biblical principles and a Christian worldview are integrated into all aspects of the elementary school program. • Leads faculty and students in daily prayer, chapel services, and spiritual development initiatives. <p>Instructional Leadership:</p> <ul style="list-style-type: none"> • Serves as the instructional leader, guiding teachers in curriculum development and instructional strategies that align with biblical truth. • Implements best practices in Christian education, ensuring high academic standards while nurturing students' spiritual formation. • Oversees curriculum selection and instructional methods to meet the diverse learning needs of students. <p>Student Development and Discipline:</p> <ul style="list-style-type: none"> • Establishes and maintains a culture of respect, responsibility, and spiritual growth through Christ-centered discipline. • Implements and enforces school policies that support students' academic, social, emotional, and spiritual well-being. • Provides pastoral care and mentorship to students, guiding them in their faith journey and character development.



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Staff Leadership and Development:

- Recruits, mentors, and evaluates elementary faculty and staff, fostering a professional and spiritually uplifting work environment.
- Leads faculty meetings, professional development sessions, and team-building activities to strengthen instructional effectiveness and unity.
- Conducts classroom observations and provides feedback to ensure instructional excellence and spiritual impact.

Parent and Community Engagement:

- Cultivates strong relationships with parents, communicating regularly about student progress, school events, and spiritual growth opportunities.
- Partners with families to support students' academic and faith development, promoting a home-school partnership that reinforces biblical values.
- Represents the elementary program in school-wide events, church partnerships, and community outreach.

Administrative Responsibilities:

- Develops and implements schedules for elementary classes, specials, chapel, and extracurricular activities.
- Collaborates with school leadership on budgeting, facilities planning, and long-term program development.
- Oversees elementary safety procedures and security measures to ensure a safe learning environment.

Education, Qualifications, Skills, and Experience

- A committed follower of Jesus Christ, demonstrating spiritual maturity and a calling to Christian education, who aligns with WVCS's mission and Statement of Faith.
- Faithfully attends and supports a local church whose beliefs align with the school's statement of faith.
- Hold a master's degree in educational administration, educational leadership, or a related field.
- Possesses or is eligible for administrative certification (ACSI and Arizona State Certifications).
- Demonstrates experience in elementary education, with prior administrative experience preferred.
- Displays strong leadership, communication, and problem-solving skills within a Christian school setting.
- Passionate about Christian education and committed to developing students academically, spiritually, and socially.
- Must have and maintain a valid Level One IVP fingerprint card.
- Must have and maintain a valid Arizona driver's license.
- Obtain and maintain CPR/First Aid certification.

Physical Requirements

- Use a computer (visual and keyboarding) for long periods.
- Able to remain stationary (sitting or standing) 50% of the time.
- Occasionally lift up to 25 pounds.



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- At times requires stooping, bending, turning, pushing, pulling, reaching and climbing stairs (2-story).
- Use hands, fingers, and arms to reach, grip, and maneuver objects.
- Must be able to respond quickly to sounds (fire/security alarms).
- Work in noisy and crowded school environments.
- Able to work a flexible schedule, including weekends and evenings when needed.
- Frequent walking throughout the campus.

Background Check Statement:

WVCS conducts pre-employment screening for all positions, which includes a criminal background check and verification of work history, academic credentials, licenses, and certifications.

PLEASE NOTE: Subject to the Constitution of the United States and all applicable state and federal laws, West Valley Christian School does not discriminate against applicants or students based on race, color, and national or ethnic origin in its admissions or the administration of its education policies, programs, or activities. In addition, subject to the Constitution of the United States and all applicable state and federal laws, West Valley Christian School does not discriminate in its employment practices. West Valley Christian School is a Christian education institution and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based upon religion. We desire to build an employee community of individuals living out their Christian faith who agree with our Statement of Faith, beliefs, philosophy, and qualifications.



West Valley Christian School | Statement of Faith

- I believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (*2 Timothy 3:16, 2 Peter 1:20*).
- I believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (*1 John 5:7, Matthew 28:19*).
- I believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (*Philippians 2:6-11; Luke 1:36-38; 1 Peter 3:18; Hebrews 2:9; Acts 2:23-24; Hebrews 8:1; Matthew 26:64; Hebrews 10:37; Luke 21:27*).
- I believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (*Romans 5:12-19; 1 John 3:5-8; Titus 3:5*).
- I believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*John 16:8-10; 1 Corinthians 3:16, 6:19; Romans 8:4-8*).
- I believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of damnation (*John 5:28-29; Matthew 25:46; 1 Thessalonians 4:17; Revelation 20:11-15, 21:8, 22:11*).
- I believe in the spiritual unity of believers in our Lord Jesus Christ (*1 Corinthians 12:12-27*).
- I believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (*Genesis 1:26-27*). We believe that rejection of one's biological sex is a rejection of the image of God within that person.
- I believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (*Genesis 2:18-25*). We believe that the institution of marriage is established in scripture as an ordinance that points the world to the relationship God desires for His church (*Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2-9, Isaiah 54:5*).
- I believe that in order to preserve the function and integrity of West Valley Christian School as an extension of the Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by West Valley Christian School in any capacity agree to and abide by all points put forward within this statement of faith (*Matthew 5:16, Philippians 2:14-16, 1 Thessalonians 5:22*).

