



MISSION VALLEY CHRISTIAN ACADEMY

38907 WWJD Lane Polson MT 59860

Elementary School: 406-883-6858 // Middle & High School: 406-883-0706

mvcapolson.org

Elementary Principal

Job Description

The Mission Valley Christian Academy (MVCA) is seeking an innovative and relational administrator with a passion for students and staff members starting in Mid-June 2025. Depending on experience, this administrative position may be for the Pre-K through sixth grade building or the middle and high school. It is a must in this position to have a strong foundation in the Christian faith and have Biblical values. This full-time position offers an exciting opportunity to oversee all aspects of the assigned grades' educational and operational programming. The principal will partner with the MVCA's Head of School (HOS) to ensure that the school's educational philosophy and mission are upheld. This individual must be able to articulate a biblical world view on curriculum while implementing an educational program aligning with the school's philosophy on education.

JOB PURPOSE:

The Elementary Principal serves as a co-educational leader and spiritual shepherd for the staff. The building administrator is responsible for implementing and managing the policies and procedures established by the MVCA School Board and the HOS to ensure that the vision, mission, and values of MVCA are realized in the day-to-day operation of the school. As the leader and primary mentor of the teachers, the principal must communicate effectively with staff, students, parents, community members, and colleagues in other schools.

ESSENTIAL FUNCTIONS OF THE POSITION

General Leadership:

- Understand, articulate, and promote the vision, mission, and values of MVCA.
- Establish and promote high Christian standards and expectations for all students and staff to encourage excellent academic performance and Godly character necessary to develop lifelong servant leaders.
- Model the highest Christ-like behavior consistent with a professional school environment in all interactions with all school stakeholders.
- Maintain a highly visible presence with students, staff, and parents of the school.
- Communicate effectively, both orally and in writing.
- Model Christlikeness by living clearly within the bounds of Biblical authority.
- Display a servant's heart when interacting and dealing with staff, students, and parents.
- Build relationships with all school stakeholders.
- Pray for the school community under his/her charge on a regular basis.

Instructional Supervision and Staff Development:

- The elementary principal serves in a pivotal role in shaping the instructional classroom landscape directly influencing student achievement and growth outcomes. Supervision and implementation of instructional programs combine leadership, collaboration, and strategic planning.

- Observe classes on a regular basis to evaluate the instructional methods, strategies, and abilities of the teaching staff while providing constructive feedback as needed to promote teacher excellence and growth.
- Conduct thorough teacher evaluations that assess teaching skills, content knowledge, classroom management, student discipline, and parent communications with the intent to develop professional growth.
- Recommend contract renewal or non-renewal of teachers and staff to the HOS.
- Collaborative with the Head of School to identify, recruit, interview, and recommend faculty and staff members for hiring.
- Ensure that faculty members obtain appropriate continuing education to meet ongoing certification requirements.
- Evaluate and implement curriculum in accordance with academic excellence and a Biblical worldview, including the ongoing evaluation and selection of instructional materials and textbooks with the Head of School and teachers input.
- Analyze appropriate assessment data and make data driven instructional decisions
- Oversee the implementation of Title I Services for qualifying students.
- Review and approve all school field trips and curricular events while ensuring safety & proper supervision.
- Develop and recommend to the HOS any academic standards, policies, and objectives that need to be implemented or revised.

School Climate and Culture:

- Promote spiritual health and growth, including direct oversight of chapels.
- Encourage positive staff morale.
- Assist or lead regularly scheduled staff meetings for the faculty to promote open communication and professional development.
- Ensure a safe, orderly educational environment that encourages students to model Christ-like behavior.
- Implement MVCA policies for student discipline process that is consistent, constructive, encourages Christ-like behavior, and restores relationships.
- Notify the HOS immediately of any behavior that poses a risk to other faculty, administrators, or students.
- Maintain appropriate documentation regarding discipline issues.
- Notify the HOS and any appropriate agencies immediately when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or students appearing to be under the influence of alcohol or controlled substances.
- Address any staff, student, or parent issues in accordance with the principles set forth in Matthew 18 as commanded by Jesus Christ.

Daily Operations and Building Management:

- Assist in the development of the master schedule, working in cooperation with the HOS, faculty, and administrative staff.
- Ensure that employees follow all applicable school policies, procedures, and contractual agreements.
- Promote an attractive, aesthetically pleasing school environment that is conducive to learning.
- Ensure all students and staff care for and respect the school's physical facilities and resources.

- Organize, promote, and attend extra and co-curricular programs ensuring that they are implemented in a professional and effective manner.
- Ensure adherence to all emergency preparedness protocols established by the school.
- Conduct necessary emergency preparedness drills in collaboration with the HOS.
- Prioritizing time and decision making based on the importance of the need.

Parent and Community Relations:

- Communicate regularly with parents, seeking their support and input, to create a cooperative relationship that supports the students and mission of the school.
- Encourage parents to participate and volunteer to contribute to a positive educational environment benefitting attainment of academic, spiritual, and fellowship goals.
- Assist with organizing and developing effective programs and resources for promoting the school in the greater Mission Valley community.

Financial Management:

- Work collaboratively and in cooperation with the HOS and establish the annual school budget.
- Effectively monitor expenditures.

SUPPLEMENTAL FUNCTIONS OF THE POSITION:

- Demonstrate continued personal growth through participation in professional development and organizations.
- Communicate frequently and effectively with the HOS and School Board.
- Attend School Board meetings and meet regularly with the HOS in preparation for board meetings.
- Supervise all activities related to maintaining accreditation with the teachers and staff.
- Assist with prospective student family interviews.
- Perform other duties as assigned by the Head of School.

REQUIRED SPIRITUAL QUALITIES:

- Have received Jesus Christ as your personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be in whole-hearted agreement with the MVCA Statement of Faith.
- Be a Christian role model in attitude, speech, and actions toward others including a commitment to God's Biblical standards for sexual conduct (Luke 6:40).
- Regularly attend an evangelical church
- Show by example the importance of Scripture study, prayer, witnessing, and unity in the Body of Christ.
- Display spiritual maturity, academic ability, and personal leadership qualities.

ESSENTIAL PERSONAL QUALITIES:

- Develop strong partnerships with families to support in their primary role as parents.
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism.
- Notify the administration of any inability to support any policy.
- A willingness to pursue an administrative certification through the Association of Christian Schools International (ACSI)

EDUCATIONAL REQUIREMENTS:

- Has obtained a degree in Educational Administration, Leadership, or a related field.
- (ACSI) or a State Certification, or eligibility for such certification.
- Possess skills to communicate with school stockholders and utilize computer apps to facilitate communication.

BENIFITS

Payroll occurs bi-weekly. Each staff member is provided with full dental care. The school calendar starts with PIR days in late August, with classes starting in September, and school ending at the end of May. Thanksgiving break is one full week, Christmas break 2 full weeks, and spring break lasts 10 days. Vacation and sick leave are provided as outlined in our staff handbook.

CONTACT

Please send a resume with at least 3 letters of reference to Steve Morgan, MVCA Head of School. An online application may be found on the school's website mvcapolson.org.

Email: steven.morgan@mvcapolson.org.

Questions: High School Campus (406) 883-0706

Interested candidates please send a cover letter, resume, 3 letters of reference, and supporting documents to Steve Morgan steven.morgan@mvcapolson.org or mail them to the MVCA front office.

- Position to begin Mid-June 2025 depending on availability.