

JOB DESCRIPTION

HCS ADMINISTRATOR/PRINCIPAL

GENERAL RESPONSIBILITIES

The school administrator/principal is responsible for the overall day-to-day operations of the school which includes facilities, staff, and students. The school administrator/principal is answerable to the Heartland Board of Education. The Heartland BOE meets on the second Tuesday of the month at 7:00 PM. The administrator needs to ensure that the board agenda and minutes of the meetings are made available in a timely manner according to the Board Policy Manual. A yearly review of the Board Manual and Handbooks needs to be made with possible corrections and or suggestions to the board. The Administrator needs to be a positive example to the students, staff, and community along with strong organizational skills.

The Heartland Christian School BOE understands that the administrator/principal may need to utilize other professionals to accomplish some of these tasks.

YEARLY RESPONSIBILITIES

- Update handbooks
- Work with Gradelink to organize the gradebook for the upcoming year
- Update our HCS Web Page
- Develop the Yearly Calendar
- Develop Teacher Inservice Programs
- Develop Yearly Schedules (Students and Staff)
- Develop and Organize the Parent / Student Directory
- Update the Bell System
- Update the Phone System (new teachers etc.)
- Develop Class Rosters
- Add New Students to Google Accounts
- Decide on the Theme for the Year (staff input)
- Make sure that staff has all of the textbooks, materials that they need for the year
- Schedule Hearing and Vision checks
- Check on the Heating and Air-Conditioning Schedule for the year
- Print Grade Cards each Nine Weeks

- Update Ace Scholarship Students
- Schedule Student and Staff Pictures
- Order Testing Materials for the Spring
- Check out Chromebooks to Secondary Students
- Teacher Observations
- Teacher Evaluations
- Develop Staff Contracts
- Order Year-End Awards
- Work with volunteer teachers on scheduling classes etc.
- Review all bills and sign off before giving them to the bookkeeper

MONTHLY RESPONSIBILITIES

- Organize BOE Packets
- Prepare Board Report
- Attend HCS Functions at HCS as much as possible
- Keep the Board informed on any maintenance concerns
- Keep the Board informed on any issues that may come up
- Meet with new enrollees and go over expectations along with making recommendations
- Encourage families to attend Heartland
- Work with home school parents and kids to get more students involved

WEEKLY RESPONSIBILITIES

- Every other Monday hold a staff meeting
- Every Wednesday preside over our Chapel Service
- Develop a weekly update to send to parents, board, and stockholders
- Make sure the building is clean and visitor-friendly
- Observe classroom teachers when feasible
- Collect and File Weekly Lesson Plans

DAILY RESPONSIBILITIES

- Greet Kids and Parents (7:30 – 8:00)
- Hire Subs if Needed

Check Local, Regional, and State Weather Conditions for possible delays and closings

Answer phone calls

Supervise Building

Supervise Study Hall

Observe Classrooms

Order supplies as needed

Encourage Staff on a daily basis

Make sure all equipment is functioning properly (make arrangements to fix it if needed)

Look for things that need to be updated or fixed

Take attendance on Gradelink for classes as needed

Work with tech support for Gradelink

Other duties as assigned by the board.