

Principal, Lancaster Campus

Summary of Position

The principal provides visionary leadership implementing the mission of Lancaster Mennonite School at the Lancaster Campus, grades 6-12. Strong social skills are required to relate to the diverse school community. She/he understands, relates, listens and communicates with students' and is able to build relationships with students, faculty and parents. In addition, the principal works collaboratively with the faculty and administrative team in student recruitment, curriculum development and vision and operation of Lancaster Mennonite School.

The principal is responsible for campus day to day operations including schedule, attendance, co-curricula, student life, retention and supervision of faculty with strong leadership demonstrating a lived faith experience, shared values, and building student and staff relationships.

Administrative Responsibilities

1. Demonstrates anti racism, socio economic, gender, social understanding and care of all peoples.
2. Strong communication and listening skills with members of the school community: students, faculty, staff, administration and community.
3. Follows current educational developments and shares them with faculty.
 - (a) Develops personal professional growth.
 - (b) Participates in educational committees and activities beyond LMH.
4. Provides instructional leadership.
 - (a) Supervises and supports faculty professional development.
 - (b) Assists faculty in writing formative goals and provides summative reviews
 - (c) Prepares the master class schedule with the assistant principal.
 - (d) Attends Leadership team meetings and collaborates with team members, principals and directors of departments.
 - (e) Leads regular faculty and Instructional Area Leader meetings.
 - (e) Principal or assistant principal accompanies Campus Chorale to the Mennonite Music Festival, Senior Trip.
 - (f) Supports teachers restorative justice practices.
5. Collaborates with and supervises the Resident Hall staff.

6. Collaborates with and supervises the Athletic Director and is responsible for the Lancaster athletic and extracurricular programing.
7. Arranges for and supports substitute teachers.
8. Works collaboratively with the maintenance director and custodial care of the campus.
9. Leads the crisis management team in the event of an emergency.
10. Conducts fire and other emergency drills.
11. Cooperates with the guidance department and academic support developing IAP's.
12. Maintains a positive learning community and supports student growth..
 - (a) Visible in hallways and around school and attends activities, relates to students.
 - (b) Maintains student attendance
 - (c) Collaborates with assistant principal and superintendent resolving behavioral issues, using restorative practices when possible.
 - (d) Provides leadership for student organization plans and activities.
 - (e) Provides regular positive communication with students and parents. Ex: Elinks
13. Promotes Lancaster Mennonite Middle and High School.
 - (a) Recommends stories to the marketing team.
 - (b) Relates closely with the admissions office and interviews and "Skypes" prospective students and families, occasionally gives tours or participates in open house events.
14. Relates to students, staff, parents, board and the broader LMS community
 - (a) Attends and participates in chapel.
 - (b) Attends and supports faculty devotional time and encourages faculty attendance.
 - (c) Attends the Pastors Breakfasts, Campus Pastor Day, Homecoming and other special events.
 - (d) Chairs and relates to the high school site council.
 - (e) Attends Church and Church conference meetings as appropriate.
 - (f) Gives tours for alumni reunions, prospective students/families and other groups requesting tours of the campus.
15. Participates in curriculum team decisions and communicates changes with faculty, students and school community.

16. Supports the business office with outstanding tuition accounts.
17. Responsible for fiscal and physical resources. Works with administration, faculty, and lead teachers to prepare annual budgets.
18. Reports to the superintendent and submits reports for the school board.
19. Recommends policy changes to the superintendent.
20. Works collaboratively with the superintendent when hiring faculty.
21. Responsible for other responsibilities as determined.