

**Job Title:** Elementary School Principal  
**Classification:** Group II, 215-day contract year  
**FSLA:** Exempt (not eligible for overtime pay)

The mission of Central Arkansas Christian Schools is to partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith in God.

### **Job Summary**

#### **Essential Functions**

##### **Leadership & School Culture**

- Implement the vision, mission, and strategic priorities established by the CAC Board and President while ensuring all campus operations align with CAC's Christ-centered mission and accreditation expectations.
- Develop, articulate, steward, and operationalize a clear vision for student learning, spiritual growth, and continuous school improvement consistent with Biblical principles and accreditation standards for effective Christian school leadership.
- Foster a positive elementary campus culture that reflects CAC's mission of partnering with parents in the educational and spiritual development of students.
- Promote a culture of servant leadership, collaboration, accountability, and continuous improvement among faculty, staff, students, and families.
- Ensure all stakeholders are able to articulate and support the mission, vision, and expected student outcomes of the school.
- Lead initiatives that strengthen student discipleship, Biblical worldview development, character formation, and spiritual growth across all elementary grade levels.
- Be a visible and consistent presence throughout the campus, actively engaging with students, faculty, staff, and families.
- Build strong partnerships with families through clear communication, collaboration, and shared commitment to student success.
- Manage conflict constructively and biblically while fostering healthy relationships and organizational unity.
- Ensure a safe, secure, and orderly environment for all students and staff while continually evaluating campus safety procedures and emergency protocols in accordance with best practices and accreditation expectations.

##### **Instructional Leadership**

- Promote high-quality instructional practices that support academic excellence, student achievement, and whole-child development.

- Ensure curriculum, instruction, and assessment practices align with CAC mission standards, Biblical integration expectations, and accreditation standards for instructional excellence.
- Support teachers through timely feedback, coaching, classroom observations, and differentiated professional development opportunities.
- Maintain consistent instructional supervision and faculty evaluations based on established educational best practices, Biblical integration, and CAC instructional expectations.
- Collaborate with intervention staff, curriculum support personnel, and instructional leaders to meet diverse student learning needs and ensure alignment across all elementary programs.
- Utilize multiple sources of student achievement, behavioral, and school climate data to guide continuous school improvement efforts and instructional decision-making.
- Lead systems that identify and support struggling learners early through intervention strategies and collaborative student support structures.
- Encourage innovation, creativity, and instructional excellence among faculty while maintaining alignment with CAC educational philosophy and accreditation standards.
- Ensure curriculum alignment and continuity across grade levels to support long-term student success and academic readiness.
- Oversee school improvement planning and accreditation readiness processes through data-driven evaluation and continuous organizational reflection.

### **Personnel & Staff Development**

- Carefully select, hire, assign, and retain highly qualified faculty and staff who support the mission and values of Central Arkansas Christian Schools.
- Support the professional and spiritual growth of staff through mentorship, coaching, professional development, and leadership opportunities.
- Build leadership capacity within the faculty by encouraging collaboration, innovation, accountability, and professional excellence.
- Foster collegial and professional relationships among staff that promote shared accountability, continuous improvement, and a Christ-centered working environment.
- Develop systems that promote peer collaboration, instructional support, and reflective educational practices.
- Ensure faculty and staff understand and support accreditation expectations, school improvement initiatives, and CAC organizational priorities.

### **Operations & Administration**

- Manage daily campus operations effectively and efficiently while maintaining excellence in organization, communication, and stewardship.
- Oversee campus safety procedures, emergency preparedness protocols, and operational systems to ensure student and staff well-being.
- Manage school budgets, requisitions, and campus resources responsibly and in alignment with CAC operational expectations.

- Oversee the maintenance, cleanliness, and upkeep of school facilities and physical plant operations.
- Ensure compliance with school policies, state educational requirements, and accreditation standards.
- Maintain operational systems, documentation, and reporting structures necessary for successful accreditation review processes and organizational accountability.
- Collaborate with CAC leadership on strategic planning initiatives, enrollment growth, and long-term organizational development.
- Support and uphold policies and procedures that strengthen organizational effectiveness, mission alignment, and continuous improvement across the school community.

### **Spiritual Leadership**

- Promote Biblical integration throughout all aspects of the elementary educational experience.
- Support spiritual development initiatives, chapel programming, discipleship opportunities, and Christian service learning activities.
- Model Christian character, integrity, humility, and servant leadership in all professional responsibilities and relationships.
- Partner with families to reinforce Biblical values, Christian worldview development, and spiritual growth in students.
- Encourage faculty, staff, and students in their spiritual development and commitment to Christian community.
- Demonstrate a mature and growing Christian faith consistent with CAC's statement of faith, mission, and values.
- Lead with a Christ-centered philosophy that reflects the spiritual expectations and leadership standards established through Christian school accreditation principles.

### **Minimum Requirements**

- Master's Degree from an accredited educational institution
- Minimum of five years of professional educational experience
- Minimum of two years in educational leadership, administration, or supervisory experience preferred
- Demonstrated experience in elementary education leadership preferred
- Strong understanding of curriculum, instruction, and student development at the elementary level
- Active Christian faith and commitment to the mission and values of Central Arkansas Christian Schools
- Ability to support and uphold accreditation standards and expectations

## **Application Process**

Please apply at [cacmustangs.org/about/employment](https://cacmustangs.org/about/employment). For additional information, contact Lisa Lancaster at [llancaster@cacmustangs.org](mailto:llancaster@cacmustangs.org)