



West Fallowfield Christian School

795 Fallowfield Rd | Atglen, PA 19310 | (610) 593-5011 | www.wfcs.org

About Our School

Since 1941, West Fallowfield Christian School (WFCS) has provided Christian education on the western edge of Chester County. We are a Christ-centered community devoted to Christian faith and academic excellence for preschool through 8th grade. As one part of the Church – Family – School triangle, our goal is to bring faith, family, and academics together to provide a quality comprehensive education that is consistently infused with the Gospel and dedicated to equipping the entire student for success.

Principal Position

The primary task of the Principal is to provide administrative, educational, and spiritual leadership for the school. We seek a candidate with a vision for the school and a passion for Christian education. The successful candidate will possess these qualities and skills:

- A living relationship with Jesus Christ, deep reliance on the Holy Spirit, and a passion for God's Word.
- A desire to see students grow and thrive in faith and education.
- A personal investment in Christian education that celebrates a Christian worldview in all subjects and disciplines.
- Ability to provide spiritual servant leadership to faculty and staff.
- Capacity to create and foster strong relationships with staff, families, and students.
- Excellent verbal and written communication skills.
- Required administrative experience: 5 years. (Preferred: 10+ years)
- Required credentials: Bachelor's degree. (Preferred: Master's degree, ACSI certification, and/or principal certification)

Responsibilities

Educational Leadership

- a. Oversee the daily operations of the school.
- b. Provide leadership in the professional development of faculty and staff.
- c. Develop curriculum and oversee its planning and management at all grade levels.

Management and Team Leadership

- a. Build and maintain a strong, relational team spirit within the faculty and staff.
- b. Perform employee evaluations and assessment.
- c. Encourage faculty and staff to manage their time and resources effectively.
- d. Communicate decisions to employees, Board, community, and other institutions as appropriate.
- e. Administer duties of grade level coordinators and office staff.
- f. Set the standard of discipline for the school and aid teachers in the administration of discipline and classroom management.
- g. Supervise the safety of the children in conducting fire and other emergency drills as needed.

- h. Oversee the custodial care of the facilities.

Administration

- a. Develop the budget for approval by the Finance Committee and Board.
- b. Monitor income and manage expenses of the approved budget.
- c. Meet monthly with the Finance Committee and Board.
- d. Manage and oversee fundraising efforts.
- e. Advertise faculty openings, screen applications, and recommend candidates to the Personnel Committee.
- f. Serve as the employee representative to the Board.
 - i. Provide decision-making data to the Board.
 - ii. Prepare board meeting agenda with the school Board President.
- g. Pursue collection of late tuition.
- h. Give direction to the technological needs of the school, seeking to use modern tools and software.
- i. Delegate responsibility and authority as needed.

Public Relations and Recruitment

- a. Advocate for the school, its programs, and educational excellence at all levels.
- b. Serve as the liaison and the primary representative of the school to patrons, the public, area churches, and other institutions.
- c. Communicate regularly with patron families and friends of the school.
- d. Contact and grow relationships with potential students, families, and donors.
- e. Lead the Development Office and public relations staff regarding publications, publicity, recruitment, and admissions.

Christian Faith

- a. Seek and maintain a close relationship with God and an ever-deepening faith.
- b. Shepherd students, faculty, staff, and parents.
- c. Provide leadership for the spiritual development of faculty, staff, and students.
- d. Accept a variety of denominations which believe the key Biblical doctrines of the Christian faith.