



## **Join Our Mission at River Valley Christian School**

At River Valley Christian School (RVC), our mission is to partner with families to raise students who are grounded in biblical truth, committed to academic excellence, growing in the grace and character of Christ, and equipped to make a meaningful impact in the world. We are seeking a passionate, Christ-centered Preschool & Elementary School Principal to join our team and help bring this mission to life every day.

River Valley Christian School is more than a workplace — it is a growing, future-facing community of educators, families, and church partners who believe deeply in the transformative power of Christian education. As a new and momentum-building school, RVC offers a rare opportunity: the chance to help shape culture, traditions, and systems from the ground up.

This is not simply a position to fill — it is a partnership to build.

At RVC, you will:

- Help define a thriving school culture rooted in grace, truth, and joyful excellence.
- Collaborate in a dynamic partnership with families who are deeply invested in their children's spiritual and academic growth.
- Contribute to a forward-looking vision that embraces innovation in teaching while remaining firmly anchored in biblical truth.
- Experience the energy of momentum — where growth, creativity, and new opportunities are unfolding year by year.
- Be empowered as a professional educator, with leadership that values your voice, ideas, and calling.

We are intentionally building a culture marked by encouragement, authenticity, and a shared mission. Our team strives to model Christ-like character in how we serve students, support one another, and pursue excellence together. Because we are growing, your impact will be visible, meaningful, and lasting.

### **Preschool & Elementary School Principal**

#### **Job Summary**

The Preschool & Elementary Principal (Preschool–grade 4) provides visionary, instructional, and operational leadership for the preschool and elementary division. The principal oversees program effectiveness, faculty supervision, and curriculum alignment while cultivating a cohesive, student-centered culture. Serving as the primary liaison for parents and families, the principal fosters strong community partnerships and advances academic excellence through strategic and collaborative leadership.

## **Scope of Role**

The Preschool & Elementary Principal is accountable for the leadership, effectiveness, and strategic direction of the preschool through grade 4 program. This includes instructional leadership, staff supervision, culture-building, change management, and family engagement. The principal ensures curricular alignment, consistency of expectations, and the successful integration of school communities into one unified preschool & elementary school culture.

## **Essential Roles & Responsibilities include but not limited to:**

### **Leadership & Team Management**

- Lead and supervise approximately 30 teachers and para-educators
- Establish and maintain a culture of collaboration, high expectations, and professional growth
- Set clear performance standards and provide consistent coaching, feedback, and formal evaluations
- Foster leadership capacity within faculty and staff
- Ensure cross-functional collaboration between instructional and resource staff

### **Instructional Leadership**

- Align curriculum vertically from Preschool through grade 4 to ensure academic continuity and excellence
- Support developmentally appropriate practices across early childhood and elementary grade levels
- Utilize student achievement data to inform instructional decisions and drive continuous improvement
- Partner with teachers to enhance instructional strategies and student outcomes
- Promote inclusive instructional practices that address diverse learning needs

### **Change Management & School Integration**

- Lead the unification of two school communities into one cohesive Preschool & Elementary school culture
- Design and implement strategic plans that promote staff alignment and organizational stability
- Navigate resistance with professionalism and clarity while fostering engagement and shared ownership
- Guide the school community through periods of transition with steady and strategic leadership

### **Parent & Community Engagement**

- Serve as the primary liaison for parents, ensuring clear, consistent, and timely communication
- Build strong, trust-based partnerships with families to support student academic and social-emotional success
- Address parent concerns with professionalism, empathy, and collaborative problem-solving
- Represent family perspectives in leadership discussions while upholding school policies and standards
- Serve as the primary representative of the preschool & elementary school to families and the broader community
- Develop and maintain communication systems that foster transparency and inclusion
- Cultivate engagement opportunities that strengthen school-family partnerships and community connections

## **Knowledge / Skills / Abilities Required:**

### **Strategic & Operational Leadership**

- Demonstrates strong strategic thinking and the ability to translate vision into actionable plans
- Provides operational leadership for the preschool–grade 4 division, ensuring effective systems, structures, and processes
- Oversees budgeting, staffing allocation, scheduling, and resource management to support program effectiveness
- Leads organizational change effectively, navigating complex transitions with confidence and stability
- Manages large instructional teams with operational discipline, accountability, and attention to morale
- Ensures compliance with employment laws, student regulations, and institutional policies
- Oversees student support systems and ensures alignment with regulatory and accreditation requirements

### **Instructional Leadership**

- Possesses deep knowledge of early childhood and elementary instructional best practices
- Aligns curriculum vertically from preschool through grade 4 to ensure academic continuity and excellence
- Implements developmentally appropriate practices across age levels
- Utilizes student achievement data to drive instructional decisions and continuous school improvement
- Oversees student resource processes, accommodations planning, and inclusive instructional practices that support diverse learners

### **Interpersonal & Organizational Leadership**

- Builds strong, collaborative communities through clear and effective communication
- Demonstrates success with high emotional intelligence, by mediating staff and parent conflict, and resolved issues with professionalism and care
- Maintains a calm, steady presence in high-pressure situations
- Makes timely, well-informed decisions with confidence and accountability
- Aligns long-term strategic vision with practical, measurable implementation
- Champions equity, inclusion, and student-centered learning in all decisions
- Develops leadership capacity within teams through coaching, collaboration, and results-driven accountability

### **Education and Experience:**

- Master's degree in educational leadership or related field
- Administrative certification
- 5 years of school administration roles
- 5 years of managing large instructional teams and divisions
- Evidence of leading organizational change and school improvement initiatives
- Experience overseeing student support services or intervention systems (preferred)

## **Salary & Benefits**

River Valley's compensation for full-time 12-month Administration roles depends upon the experience of the final appointed candidate.

Salary Range:

\$85,000 - \$95,000

River Valley offers a 403b retirement plan, PTO, holidays, and other days off as per school calendar, tuition discount, professional development opportunities, and more!

**Qualified individuals, please send your resume with cover letter to: [Talent@RVCSchool.org](mailto:Talent@RVCSchool.org)**

We attempt to make the application process user friendly and accessible to any and all users. If you require assistance regarding the accessibility of our website or need an accommodation to participate in the application process, please call 847-214-3222. This number is only intended for reasonable accommodations.

*River Valley Christian School is an equal opportunity employer, and in reference to 702(a) and 703(e)(2) of the Title VII Civil Rights Act of 1964, will make faith-based employment decisions. We encourage applicants who are committed to integrating faith and learning in a supportive, student-centered environment.*