



3 John 1:4 “I have no greater joy than to hear that my children are walking in the truth.”

TITLE: Lower School Principal

UPDATED: December 2025

REPORTS TO: Superintendent

FLSA STATUS: Exempt

DEPARTMENT: Administration

POSITION TYPE: Full-Time

POSITION SUMMARY

The Lower School Principal at Ripon Christian Schools serves as the educational and organizational leader for grades K–5. This role ensures a safe, orderly, and Christ-centered learning environment; supports and develops teachers; partners closely with parents; and upholds the mission of Ripon Christian Schools. Through instructional leadership, spiritual guidance, and relational presence, the Lower School Principal champions excellence in academics, nurtures biblical worldview development, and fosters a vibrant school community grounded in faith and service.

Qualifications:

- Required
 - Bachelor's degree related to Education
- Preferred:
 - Master's degree in Educational Leadership, Curriculum & Instruction, Administration, or related field
 - Valid state certification as a School Principal, Administrator, and/or Teaching License.
- Experience may be considered in lieu of educational requirements or preferences.
- Strong understanding of and commitment to a Reformed Christian worldview.
- Demonstrated leadership, communication, and organizational skills.
- Proven ability to work collaboratively with staff, students, parents, and the broader school community.
- Commitment to Ripon Christian Schools' mission: *Reaching for Academic Excellence, Connecting Faith and Learning, and Serving God and Others in His World.*
- Skills:
 - Written and verbal communication
 - Public speaking
 - Time management
 - Organization and planning
 - Team leadership and collaboration
 - Computer fluency in Google Suite and/or MS Office

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This role has the following physical demands:

- Occasionally (up to 3 hours per day): walking between classrooms and campus areas, standing during chapel or instruction, reaching (below and above shoulder level).
- Frequently (3–6 hours per day): speaking, hearing, listening, reading, writing, keyboarding, bending neck, turning head, interacting with students and staff.
- Constantly (6–8+ hours per day): sitting or standing, communicating verbally and in writing, maintaining focus and attention, memory/recall, repetitive use of hands for computer or office tasks.
- Lifting: 0–20 lbs occasionally up to 2 feet high.
- Carrying: 0–20 lbs occasionally up to 25 feet.

Work Environment

- The work environment for Ripon Christian Schools reflects an in-person setting including classrooms, office, and playground. Work is performed primarily in a school setting, including classrooms, offices, and outdoors.
- The candidate must be able to transition smoothly between structured teaching environments and informal mentoring or counseling settings.
- Occasional evening or weekend hours may be required for school meetings and events or parent meetings.
- The work environment reflects a faith-based community focused on spiritual formation, requiring sensitivity, confidentiality, and professionalism in all interactions.

Duties and Responsibilities:

- Spiritual and Instructional Leadership:
 - Assist teachers in integrating and embedding a distinct reformed worldview into lessons, curriculum, and daily school activities; ensuring that faith-based teachings complement academic instruction.
 - Cultivate a healthy spiritual climate by regularly leading devotions, engaging teachers and students in prayer, leading occasional chapels, and using biblical principles to provide correction and guidance for students.
- Administrative Duties:
 - Ensure a safe, secure, orderly learning environment for all students and teachers.
 - Oversee daily school operations of the lower school, including academic programs, scheduling, and resource management
 - Be a visible and consistent presence throughout the lower school.
 - Manage student attendance, academic, and behavioral records in collaboration with office support staff.
 - Work with Admissions staff on enrollment.
 - Evaluate, select, and order curricular materials and supplies that are appropriate and necessary for the Lower School.
- Staff Management:

- Evaluate staff to ensure strong instructional practice and a clear ability to understand and communicate the school's mission and vision.
- Provide professional development opportunities focused on both educational excellence and spiritual growth.
- Provide teachers with timely and constructive feedback.
- Develop a culture of collegial and professional relationships among staff and students that promotes a healthy, Christian environment.
- Foster a collaborative, supportive work environment among teachers.
- Student Support:
 - Implement programs and strategies to support students' academic, social, emotional, and spiritual needs.
 - Create a safe, inclusive, and nurturing environment that honors all students as image bearers of God.
 - Address behavioral and academic concerns in a manner consistent with biblical principles.
 - Be a visible presence in classrooms and on the playground.
 - Oversee programming and instructional supports for students receiving additional services, working in close collaboration with Student Support Services.
 - Responsible for the evaluation of student testing data, using it to shape instructional practices, and assist with student placement and/or promotion.
- Community Engagement:
 - Build strong relationships with parents, guardians, and the wider community, promoting the school's mission and vision.
 - Communicate regularly about school activities, achievements, and needs, while encouraging community involvement and support.
 - Organize and participate in school events, fundraisers, and school community events.
- Professional Development:
 - Stay informed about best practices in both education and faith-based leadership.
 - Pursue ongoing professional development opportunities to enhance leadership capabilities and personal growth.
 - Oversee and maintain teachers' Professional Growth records, ensuring coursework and development activities are accurately tracked.
- Crisis Management:
 - In conjunction with the Superintendent, develop and implement safety and emergency procedures.

Conclusion: The Lower School Principal supports the mission of Ripon Christian Schools by providing Christ-centered leadership and ensuring a safe, nurturing, and academically excellent environment where students and staff can thrive.