



Title: Elementary School Principal
Reports to: Head of School
Direct Reports: Elementary School Teachers, Extended Care Staff, Elementary Classroom Aids, ES Administrative Assistant
FLSA Status: Salary Exempt
Date Created: 2025
Parameters of Employment: 12-month, full-time for 2026-2027 school year (open until filled). Official start date: 07/01/2026
Employment Status: At-will

Position Overview:

The Elementary School Principal is expected to faithfully employ his/her God-given gifts (i.e. Romans 12:7) to contribute to the mission of Calvin Christian School:

The mission of Calvin Christian School, in cooperation with the home and church, is to teach the whole child from a biblical worldview, founded in the Reformation, providing children from Christian families with an excellent education for a life of Christ-centered service.

We are looking for a creative, talented and experienced person who knows his/her calling by their Lord & Savior Jesus Christ, to serve and love Calvin's elementary school image bearers and their families the way Jesus has called us to love, as the lead administrator. The ideal candidate is able to articulate the nature of a Gospel-centered, whole-person, reformed Christian liberal arts education for elementary-age children.

To begin the application process, please complete the steps below. This position will be posted until filled:

1. On-line [General Employment Application](#),
2. E-mail the following **required documentation** to hr@calvinchristian.school :
 - a. Cover Letter

- b. Résumé
- c. Written statement of philosophy of Christian Education, where candidate explains how his/her philosophy is in-line with Calvin's mission statement and "[our approach](#)" to fulfilling our mission.
- d. 3-4 letters of recommendation (one from a pastor who can attest to sincerity and maturity of Christian faith, and at least one from a trusted authority who could attest to your work and calling as an Elementary education teacher and administrative skills)
- e. Official or unofficial copy of all college transcripts

Salary Range: \$85,000-\$117,939 (dependent upon education, training and experience)
 *Administrator salaries at Calvin Christian School are based upon a multiplier of placement on the respective teacher pay scale.

Benefits Offered: Health Insurance with Health Reimbursement Arrangement (HRA), Life and Long term Disability Insurance, Dental and Vision Reimbursement Plan
 Retirement: 403b with Principal
 Paid Time Off

Other benefits: Administrators and teachers are expected to enroll their school-age children at Calvin Christian School, and as such there is generous tuition support

Spiritual Requirements:

- As a Christian School, we require all employees to be professing believers and followers of Jesus Christ as their Lord and Savior.
- Per Calvin's mission (and constitution), faculty and admin are required to be members in good standing at a confessionally reformed church (e.g. URC, CRC, PCA, RCA, OPC). Additionally, administrators and teachers must be philosophically and behaviorally in-line with Calvin Christian School's Mission Statement, Statement of Faith and school biblical ethics policies. Calvin's Board of Trustees do not make exceptions for this requirement of both trustees and school administrators.

Required Qualifications:

- Equipped by Spiritual calling, education, and experience to perform the job outlined below.
- Mature individual who is able to relate well to children, parents, and the staff, as well as actively, constructively and lovingly serve as a colleague on the 6-member Administrative Team.
 - As a member of the CCS Administrative Team, the Elementary Principal will participate in “Comprehensive Leadership Development,” (CLD) which includes the articulated process for annual evaluation. As such, the Elementary Principal will conduct “Comprehensive Faculty Development” with all elementary teachers.
- In-line with CLD, the successful Elementary Principal will have a passion for on-going professional development (i.e. love of learning), especially in the area of Elementary education rooted in the robust, reformed Christian liberal arts tradition.
- Yearning for growth and maturity in his/her Christian faith and living the Christian life, including serving in the church (e.g. Living Romans 12 -- personal habits of daily devotion, prayer, Scripture memorization and reflection, discipleship, hospitality, etc)
- Competency with budgeting
- Computer proficiency skills, including database experience
- Must be authorized to work in the U.S.
- Desire to live and work in [North County San Diego, CA](#)

Preferred Qualifications:

- Christian college/university and/or seminary academic training
- Masters degree or higher in related field
- 5 years or more of full-time elementary education classroom teaching experience
- Active in hobbies and personal development interests (i.e. music, crafts, travel, exploring nature, etc)

General Elementary Principal Job Description

Responsibilities will include, but are not limited to, the following:

- Model a consistent daily walk with Jesus Christ and desire to do all things as to the Glory of God.
- Lead ES Square Time & Chapel devotional messages (5-10 times/year) rooted in the rich reformed heritage of the Christian faith.
- Lead, mentor and direct the staff of the K-5 program, including the Extended Care program.

- Supervise and evaluate grade K-5 teachers (“Comprehensive Faculty Development”)
- Supervise the K-5 Administrative Assistant and her/his assigned duties.
- Supervise the instructional process, individual scheduling and master scheduling (including specific duties).
- Lead staff meetings.
- Work closely with Calvin’s P.L.A.C.E. Services team to utilize the appropriate instructional techniques, activities, strategies, and supplemental materials that will adapt the curriculum to the needs of individual pupils.
- Work with the Early Childhood Education Director (ECE) in promoting a welcoming and desirable transition for incoming Kindergarten students.
- Plan, execute & keep records of all campus safety drills (e.g. fire, earthquake & ALICE)
- Participation in weekly morning devotions with staff.
- Supervise all staff, either directly or indirectly.
- Communicate effectively with parents as the shepherd of the elementary school community.
- Work directly with the Director of Community Life and the Admissions Coordinator and Registrar regarding enrollment and re-enrollment.
- Gospel shepherding of parents, teachers, children and others who are on campus.
- Attend off campus IEP meetings as needed.
- Attend meetings/conferences with parents, teachers and educational specialists as needed.
- Assist in planning and implementing professional growth & renewal days for the teachers.
- Serve on interview teams for new faculty/staff campus-wide.
- Attend weekly administration meetings.
- Attend and participate in all Open Houses, parent coffees, or other administrative events.
- Work with the Director of Community Life and her team regarding student information systems and marketing the school.
- Develop relationships in the community with the purpose of marketing the school.
- Per board policy, chair a curriculum committee in partnership with the upper school principal and part-time curriculum coordinator.
- Mediate staff conflict and resolution.
- Pray with teachers, children and parents as needed.
- Sincerely desire the on-going development professional competence through participation in professional growth activities (i.e. conference, webinars, etc).

- Take ultimate responsibility that all children are supervised at all times during official school hours.
- Take ownership of the elementary campus facilities and grounds.
- Maintains professional appearance and conduct.
- Handle discipline problems referred by teachers in grades K-5.
- Assist in the administration of student testing, evaluation, communication, and discussion.

Physical Demands:

The working conditions and physical demands of this position will be those that must be met to successfully perform the essential duties of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The physical environment is typically a school environment with moderate noise levels that would be expected in that type of work environment. Outdoor and indoor supervision of playgrounds / workplace for on-going periods occurs regularly. Must be able to lift and carry at least 45 lbs or more. The individual must be able to work with children at their eye level and always maintain visual supervision of children, as well as hear, communicate, and comprehend effectively with children, staff, and parents.

The individual also must be able to walk, sit, kneel, crawl, carry, push, pull and participate in activities indoors and outdoors as needed in an environment with children and adults.

Required Additional Documents for Employment:

- Complete applications documents (see above)
- Must be in good standing with the law as well as current and/or past schools/organizations
- Valid, negative TB test result (4 years)
- LiveScan (fingerprinting); FBI and DOJ clearance to work in an educational setting



*"Inviting students to be formed by God's Love in Christ,
for a life of wonder, worship, work and wisdom."*

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