HUDSONVILLE CHRISTIAN SCHOOL

November, 2026

JOB DESCRIPTION

Elementary School Principal

Reports to the Superintendent
Full time, 40 hrs/wk minimum, year-round
Salary information available upon request

JOB OVERVIEW

Hudsonville Christian School is looking for an Elementary School Principal who will lead with a servant's heart and an unwavering conviction–empowering teachers, challenging students, and partnering with parents to pursue an education rooted in the truth that the best way to learn all things is from the Creator of all things.

The Elementary School Principal serves God by providing Christ-centered educational leadership that supports the mission of HCS: Challenging Minds and Lives for Christ. The principal is responsible for fostering a positive, safe, and caring learning environment where students and staff are encouraged to grow spiritually, academically, and personally. This includes providing instructional leadership, supporting and developing staff, partnering with parents, and ensuring the effective daily operation of the elementary school.

The Elementary School Principal reports directly to the Superintendent and operates in accordance with the policies and expectations established by the Superintendent and School Board. The principal must be in agreement with the school's mission, purpose, and affirmations of faith.

RESPONSIBILITIES AND DUTIES

1. **Personal Qualities and Christian Leadership**
    a. Demonstrates a growing Christian faith, displays the fruit of the Spirit, and leads with integrity, humility, and accountability.
    b. Exhibits Christian love, care, and respect for students, staff, and parents.
    c. Communicates effectively, listens thoughtfully, and demonstrates sound judgment and problem-solving skills.
    d. Demonstrates organization, responsibility, and the ability to manage workload, stress, and deadlines effectively.
    e. Leads by example and encourages a positive school culture that supports staff and student morale.

2. **Christian School Culture and Student Leadership**
    a. Fosters a Christ-centered school culture and maintains a safe, respectful, caring, and supportive learning environment.
    b. Promotes positive student behavior and provides leadership in student discipline, partnering with teachers and families to address concerns.

c. Guides students through behavioral challenges using restorative practices that encourage reflection, personal responsibility, empathy, and restored relationships.
d. Maintains an active and visible presence in classrooms, hallways, chapels, and school activities.
e. Collaborates with the Education Support Services (ESS) Director and staff to support the academic, behavioral, and developmental needs of students.

3. **Instructional Leadership and Curriculum**
    a. Encourages and supports teachers in intentionally integrating the Christian faith into teaching and learning.
    b. Collaborates and meets regularly with the Director of Curriculum and Instruction in the development, implementation, and evaluation of the Young Fives–4th grade curriculum and instructional practices.
    c. Participates in regular student, faith, and curriculum Professional Learning Community (PLC) meetings.
    d. Supports professional development opportunities that encourage continuous improvement in teaching and student learning.

4. **Faculty and Staff Leadership**
    a. Collaborates with the Superintendent in the assignment, supervision, and evaluation of elementary teaching staff.
    b. Conducts classroom visits, provides meaningful feedback, mentors staff, addresses performance concerns, provides corrective guidance when necessary, and leads the hiring process.
    c. Leads elementary staff and team meetings, providing clear direction and communication.
    d. Builds positive relationships with staff, encouraging collaboration, professional growth, and accountability.
    e. Delegates responsibilities appropriately and keeps staff informed of important school matters and expectations.

5. **Parent, Family, and Community Relationships**
    a. Builds positive relationships with parents and families, encouraging open communication and partnership in student learning, growth, and behavior.
    b. Communicates regularly with parents through school communication channels, including email and the Home Communicator.
    c. Maintains an approachable and accessible leadership presence, listening thoughtfully and responding to concerns.
    d. Promotes Christian education, represents HCS positively within the community, and contributes to school communications as appropriate.

6. **School Operations and Administration**
    a. Provides leadership and oversight of daily elementary school operations, including scheduling, substitute teacher coverage, and effective use of school resources.
    b. Provides administrative leadership for elementary cafeteria operations, including coordination with cafeteria coordinators, volunteers, and staff.
    c. Supervises elementary recess staff and collaborates with the recess coordinator regarding staffing, scheduling, and procedures.
    d. Provides guidance and support to coordinators and committee chairs responsible for elementary after-school activities.
    e. Coordinates and provides leadership for elementary programs and events, including Open House, Grandparents Day, Christmas programs, and other school activities.

f. Maintains a safe and secure school environment by implementing safety protocols, coordinating emergency drills, and ensuring compliance with the school's Crisis Management Manual and established safety procedures.

7. **Organizational Leadership and Collaboration**
    a. Collaborates with the Superintendent and other administrators to advance the mission, goals, and strategic priorities of HCS.
    b. Implements school policies, procedures, and administrative decisions consistently and effectively.
    c. Demonstrates accountability for decisions and responsibilities within the scope of the principal's authority.
    d. Contributes to school-wide planning, problem-solving, and continuous improvement initiatives.

REQUIREMENTS

- Agree with the school's mission, purpose, and affirmations of faith, and sign the Statement of Beliefs. (hudsonvillechristian.org/statement-of-beliefs/)
- A Master's degree in education is required, or a bachelor's degree in education with at least 5 years in a leadership role.
- Valid teaching license
- Minimum of two years of working experience as a school leader or principal
- Active member in local Christian church

HOW TO INQUIRE

Interested candidates are encouraged to begin by completing our Inquiry Form. This helps us learn more about you and your interest in the opportunity.

CONTACT

For questions about the position or search process, contact:

Devon Brinks, Superintendent

dbrinks@4hcs.org

616-669-6689

All inquiries and applications will be handled with appropriate discretion.