



# Missouri District

THE LUTHERAN CHURCH — MISSOURI SYNOD

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## Immanuel, Olivette Elementary Administrator

At Immanuel Lutheran Church, we are committed to living out our mission: **“Connected in Jesus, Compassion for All.”** In addition, our school through faith-based education and activities, is committed to a mission of: **“Responding to God’s grace, Assisting families, Preparing children”**

**Purpose Statement:** First and foremost, as a member of the same ministry team, the **Principal** must have an active and vibrant faith in and relationship with Jesus Christ, supported by a passion for...

1. Increasing active participation of our congregation’s children, youth, and their families, and
2. Increasing awareness of Immanuel and Light of Christ in the community.
3. Nurture an inclusive atmosphere among our three-fold ministry – church, school, and Chinese mission.

**Job Type:** Salaried Position

**Supervisor:** School Board

### **Education/Experience (*minimum requirements*)**

- Master’s Degree in Educational Leadership from a certified college
- Minimum 5 years of LCMS teaching experience and 2 years of LCMS administration experience.
- Member of Immanuel Lutheran Church. Possesses a living Christian faith.
- Certified or is able to meet standards for certification of the State of Missouri
- Is Synodically-trained or is willing to complete colloquy certification.
- Cross-cultural experience is helpful.
- Cooperates with others respectfully and chooses to build others up.
- Uses God’s forgiveness in interpersonal relationships.

### **Professional Development**

- An active participant in ILC/LOC worship, Bible study, and ministry activities.
- Regularly attend ILC/LOC administrative meetings.
- Strives to improve teaching by continuing education and professional growth planning.
- Regularly attend professional development conferences.
- Participate in professional organizations.

### **Responsibilities**

#### **A. Liaison between ILC/LOC and School**

- Represent the school in ILC/LOC activities.
- Communicate the program of the school to the congregation.

#### **B. Public Relations and Communications**

- Maintain positive parent-school relationships and assist parents with educational resources.
- Prepare parent communications in concert with the early childhood director.
- Oversee employee communication to parents so that it is delivered in a timely and consistent manner.

**C. Responsibilities for Recruitment and Admissions**

- Works in cooperation with the admissions director.
- Promote the school in the congregation and community.
- Acquaint parents of prospective students with our school, its purpose and philosophy.
- Meet families who tour the school to welcome them and answer any potential questions.

**D. Finances**

- Assist in the preparation of the annual budget and operate within the budget.
- Work with the business administrator when families fall behind in tuition.

**E. Management**

- Contact state and local regulatory agencies and conform to accreditation regulations.
- Keep informed of the school's legal responsibilities and liabilities.
- Make regular safety checks of all space and equipment and report repairs needed.
- Ensure employee and student records are maintained.
- Oversee the ordering and management of supplies and equipment.
- Recommend and maintain the handbook in coordination with the school board.
- Coordinate disaster and fire drills with the early childhood director.

**Educational Leader**

**A. Employees**

- Provides orientation for new employee members and conduct regularly scheduled staff meetings.
- Oversees the employee professional development and staff evaluations for all employees.
- Conducts interviews for contracted employees and consult with the school board to hire Called employees.
- Prepares work agreements for all contracted employees annually.
- If no early childhood director, the principal oversees the extended care program (all ages) and summer camp (all ages).

**B. Students**

- Plans a curriculum that is age-appropriate and aligns with the philosophy of the school.
- Oversees the evaluation of the student's progress, abilities and needs.
- Maintains a referral system for children with special needs - academically and behaviorally.

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