



The King's Academy, Lake Ozark

Administrator/Principal

Purpose – to serve the church by directing and coordinating the day school ministry of the church and provide leadership to and supervision of staff members and volunteers involved in this ministry

The Administrator, with the help of God, agrees to:

- Teach/assist with the day school classes to which he or she is appointed,
- maintain Christian discipline in love,
- work in Christian harmony with fellow teachers, pastor, elders, board of education, and church staff
- set a Christian example by word and action, according to professional and Christian ethics, and
- Fulfill the duties as specified in the job description.
- Work under the supervision of the CTK board of education

Day School Responsibilities

- Develop and maintain program and facilities calendar for preschool and elementary center
- Ensure that classrooms and facilities reflect a professional and Christian environment
- Manage the use of facilities
- Assist in planning an appropriate budget
- Work with pastoral staff, appropriate committees, officers and leaders to carry out the church's education ministry
- Complete necessary district and state reports
- Conduct safety drills to meet state regulations
- Order school supplies
- Respond to emails, phone calls, and visits from parents concerning the early childhood center
- Explore continuing education opportunities and attend education conferences with staff members
- Maintain regular office hours

Staff Responsibilities

- Supervise and evaluate day school staff members
- Develop and train substitute teachers to ensure continuity of program
- Develop and implement a comprehensive training program for staff members, including:
 - New staff orientations
 - In-service programs
 - Continuing education
 - Teaching demonstration
- Administer the work of the day school by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department
- Cooperate with the staff by performing any other duties when asked to do so
- Prepare agendas and hold staff meetings

- Establish departmental goals and objectives by prioritizing related programs
- Delegating tasks and evaluating progress regularly

Student Responsibilities

- Review and select curriculum and educational tools for the day school program
- Develop and implement procedures for admission and appropriate placement of students
- Coordinate short-term classes for parents
- Counsel with parents as necessary
- Manage student records and attendance
- Attend to emergency situations as they arise

Activities

- Help prepare for special programs, activities, and special events : The King's Academy Open House, fall field trips, Grandparents Day, Veterans Program, Nursing Home Visits, Hope House Service Project, **Fall King's Kids Sunday**, special visitors such as Police/Fire Department, Thanksgiving Feast, **Christmas program**, Christmas parties, Lutheran Schools Week, Valentine's Day parties, **Spring Musical**, *Mother's Tea*, Dad's Day, **Spring King's Kids Sunday**, Elementary Field Day, PreSchool Olympics, **Graduation** (bolded events include music and require additional rehearsals)

Public Relations

- Communicate the day school program to the congregation and community
- Attend church staff meetings
- Attend board meetings as resource and for informational purposes

The King's Academy Administrator shall possess the following qualifications:

- B.S. in Education required.