



## St. Paul, Farmington Elementary Administrator

At St. Paul Lutheran Church, we are committed to living out our mission: “Through Christ we Strengthen the Saved and Seek the Lost.” In addition, our school, through faith-based education and activities, is committed to a mission to “provide a Christ-centered environment where students are prepared spiritually and scholastically for their future.”

**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 community mission.

**Job Type:** Salaried Position

**Supervisor:** School Board

### Education/Experience

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

### Professional Development

- An active participant in worship, Bible study, and ministry activities.
- Regularly attend 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 St. Paul Lutheran Church, St. Paul Lutheran High School and the elementary school.

- Represent the school in St. Paul Lutheran Church 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.
- Oversee employee communication to parents so that it is delivered in a timely and consistent manner.
- Serves as Liaison to surrounding/affiliated school districts and LCMS.

C. Responsibilities for Recruitment and Admissions

- 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

- Supervises all financial records
- Assist in the preparation of the annual budget and operate within the budget.
- Work with families when/if they fall behind in tuition.
- Builds community relationships to generate fundraising opportunities.

#### 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 that classrooms and facilities reflect a professional and Christian environment
- Maintains employee and student records.
- Oversee the ordering and management of supplies and equipment.
- Recommend and maintain the handbooks in coordination with the school board.
- Coordinate disaster, fire and safety drills.

### **Educational Leader**

As an education leader the principal provides leadership and nurtures staff members by encouraging teamwork and mutual support, and by promoting professional growth. Additionally he/she will create a spirit of peace and harmony within the staff.

#### A. Employees

- Provides orientation for new employees and conducts regularly scheduled staff meetings.
- Oversees the employee professional development and staff evaluations for all employees.
- Assists teachers with classroom instruction through:
  - Classroom visitations and conferences
  - In-service meetings
- Conducts interviews for contracted employees and consults with the school board to hire employees.
- Works with designated call committee to hire called employees.
- Prepares work agreements for all contracted employees annually in February.
- Supervises all other staff and personnel in the school, i.e., cooks, secretaries, custodians, etc.
- Encourages staff in regular worship attendance and Bible study, and in active participation in the life and mission of their congregation.

#### B. Students

- Oversees the planning and design of 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.

#### C. Accountability

The Elementary Administrator shall be accountable to the membership of St. Paul Lutheran Church, with spiritual oversight provided by the Pastor & Board of Elders, and administrative oversight provided by the Board of Education.