



## Immanuel, Lockwood Principal

### Position Description – Principal

**Purpose:** In accordance with Ephesians 4:11-12, Philippians 2:4, and Titus 2:7-8, the Principal is responsible for servant leadership of the school in carrying out its mission. As such, the Principal is responsible to diligently and prayerfully work with students, parents, faculty, and staff to develop and maintain a Christian school that aids in the spiritual, educational, and leadership growth of the student body.

**Accountability:** The Principal of Immanuel Lutheran School is responsible to the School Board, congregation, and to God, fulfilling responsibilities assigned in the job description. The Principal is responsible for conducting annual evaluations of operations, curriculum, assessment and teacher evaluations to the end that (s)he will bring reports and recommendations to the Board.

**Executive Administrator:** The Principal will provide leadership and assistance in helping the Board prepare, establish, and communicate appropriate policies and procedures necessary to achieve the school's mission. The Principal will support and assist the Board in fulfilling its responsibilities.

### Qualifications:

- Master's degree in education, with no fewer than 12 semester hours in administration or supervision, or is actively working toward such a degree.
- Hold current state certifications and show progress in obtaining Missouri state certification.
- Eligible to receive call, or will begin colloquy within one year of becoming Principal and complete within 5 years, or reinstatement to Synodical roster.
- Five years minimum successful teaching/administration experience.
- Be a disciple of Jesus Christ.
- Be committed to furthering the school's Christian mission and philosophy of faith-based education.
- Agree to uphold the school's statement of faith.

**Responsibilities:** The Principal will fulfill these responsibilities in accordance with the school's mission and in harmony with established policies. The Principal will develop and carry out plans and programs to achieve the responsibilities assigned. The Principal will consult and confer with the Board regarding the progress and effectiveness of those plans and programs.

Responsibilities are in addition to the daily functions of the Principal position, including:

**Spiritual:** The Principal shall:

1. Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ
2. Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship
3. Integrate Biblical principles and a Christian worldview into all curricula and teaching
4. Lead staff in school devotions and prayer in consultation with pastor(s)
5. Be prepared to communicate the school's religious beliefs to students and others who inquire
6. Be ready to pray with and offer spiritual advice to students, faculty, and staff
7. Follow Matthew 18 principles in addressing issues with students, parents, faculty, and staff
8. Hold active membership in the congregation supporting the school and is regular (suggested 3-4 Sundays a month) in church attendance and Bible study

**Personnel:**

1. Direct supervision, which includes annual evaluations and quarterly observations for all staff
  - i. Licensed staff
  - ii. Cook
  - iii. Secretarial/clerical staff
  - iv. All regular instructional and other professional staff members assigned to the school
2. Screen, interview, and recommend candidates for part-time employment
3. Assist School Board in hiring full-time employees
4. Coordinate professional development training based on staffing needs
5. Conduct faculty meetings as necessary
6. Provide orientation/mentoring for new employees

**School Manager:** The Principal responsibilities in regard to managing the office and affairs of the school include:

1. Current records of student, faculty, and staff
2. Ensure that all reporting is completed and submitted to proper authority at designated time
3. Maintain inventories of all equipment, material, and holdings of the school
4. Supervision of lunch program
5. Supervision of Before/After School Care program
6. Supervision and coordination of volunteers
7. Serve as advisor/resource for the Parent Teacher League and attend meetings
8. Evaluate and revise emergency planning
9. Operate facility with regard for the health and safety of all who occupy it
10. Advisor to the Board of Trustees for custodial needs and building maintenance
11. Serve as Ex-Officio member of the School Board
12. Operate within all guidelines established by local, state, and national governments, which are applicable to our school
13. Implement all School Board policies

14. Delegate appropriate responsibilities to staff members
15. Establish and maintain school accreditation(s)
16. Attend and give report at church council and voters meetings
17. When so instructed or invited, advise other boards and committees
18. Responsible for following HIPPA and FERPA guidelines
19. Coordinate with staff to organize a spring program

**Educational Program Development:** The Principal is responsible for developing and supervising a plan of curriculum development to assure that all teaching/learning activities of the school are designed to achieve the school's mission and objectives in accordance with the school vision and policies. The Principal responsibilities in regard to teacher growth and development include:

1. Formative and Summative evaluations (both scheduled and non-scheduled) to assist teachers in development and creation of goals for personal growth
2. Serve as an educational resource
3. Maintain personal contact with all classes, making regular visits while classes are in session
4. Keep informed of current educational trends and theories through professional development, conferences, workshops, seminars, and/or post-graduate work
5. Analyze and evaluate testing data with faculty to create goals for future growth
6. Serve as counsel or support for faculty and staff

**Communication:** The Principal responsibilities in regard to communication include:

1. Promote pupil and staff morale and cohesion
2. Promote close cooperation and communication between parents and teachers
3. Publicize the school and its activities to the congregation and community
4. Cooperate with the local public school district in areas of common interest and concern, including MSHSAA
5. Communicate with the district and synodical representatives
6. Coordinate with pastor(s) on the integration of the school into the overall ministry of Immanuel Lutheran Church including the Christmas Eve program
7. Communicate School Board decisions/policies to staff
8. Instruct staff on HIPPA and FERPA

**Student Relations:** The Principal responsibilities in regard to student relations include:

1. Develop rapport with student body
2. Practice fair, firm, and consistent discipline as outlined in school handbook

**Fiscal Planning:** The Principal responsibilities for fiscal planning include:

1. Serve as advisor at Budget Committee meeting(s)
2. Prepare annual school budget proposal for Budget Committee meeting(s)
3. Implement annual budget as approved by voters
4. Maintain and provide information to the School Board regarding current financial needs
5. Show fiscal responsibility in the authorization of budgeted expenditures
6. Be knowledgeable regarding financial records and transactions
7. Coordinate fundraising, grants, and/or donors
8. Monitor and address accounts receivable
9. Coordinate/organize annual Fish N Bids fundraiser along with the School Board

**Public Relations & Recruitment:** The Principal responsibilities in regard to PR & Recruitment include:

1. Develop and maintain a reporting system (news releases, advertising, emergency protocol)
2. Work to bring children and families into a life of worship and service
3. Develop marketing and recruitment plans
4. Track enrollment data and set enrollment goals
5. Recommend and implement enrollment policies