

# Immanuel Lutheran Church and School

## Position Description – School Principal/Administrator

Called Worker  Contract Worker  (check one)

**Position:** Principal/Administrator

**Work Location:** Immanuel Lutheran School, 1500 Lipper Ave., Higginsville, MO 64037

**Department:** Association Board

**Reports to:** Immanuel-Zion Association Board

**Supervised by:** Immanuel-Zion Association Board

**Compensation:** *Board salary schedule*

Full-time  
 Part-time

Exempt  
 Nonexempt

Immanuel Lutheran School seeks a dependable, experienced, and energetic person to join our ministry team to share the love of God in Christ. This person will be the principal/administrator for a preschool -8<sup>th</sup> grade day school. This individual works with an experienced team of teachers who are working in a professional environment to provide a high-quality Christian education rooted in Christ.

**Purpose:** To serve the congregations of Immanuel Lutheran and Zion Lutheran by providing administrative oversight, organizational direction, faculty and staff support, instructional leadership, a Christian and safe learning environment, and curricular/co supervision to further the education ministry of the early childhood and elementary schools of the church.

Primary duties and responsibilities are:

**Education Ministry**

1. To guard and promote faithfully the spiritual development and welfare of the faculty and students at the school and to provide for Lutheran Christian instruction of the students in the Word of God.
2. To serve the Immanuel-Zion congregations and community as an example of Christian Conduct; to endeavor earnestly to live in Christian unity with the members of the congregation, fellow workers, and families of the school community; and by the grace of God to do everything possible for edification of the congregation and schools for the upbuilding of the church in Christ;
3. To be an active member of a Missouri Synod Lutheran Church, and to regularly attend worship, congregational meetings, Association Board meetings, and school activities.
4. To hold membership of professional associations and the Lutheran Education Association.

**Administrative Oversight**

5. To continue compliance with local, state, and federal regulations concerning the operation of a private school and pre-school.
6. To maintain accreditation and licensure status of the school.
7. To observe and enforce all policies in approved manuals of Immanuel and Zion Lutheran Churches and school.
8. To monitor and report enrollment numbers and trends.
9. To develop and manage the approved budget observing all financial operations, policies, and practices.

**Faculty and Staff Support**

10. To oversee credentials of faculty to ensure that professional licensure/certification is appropriate for assignments and remain current.
11. To evaluate faculty and staff performance annually.
12. To supervise classroom instructional practices in content areas, and to ensure the doctrine taught is in accord with Scriptures and the Lutheran Confessions.

13. To provide professional faculty development to ensure continuing high-quality instruction and classroom management.

**Instructional Leadership**

14. To work with boards and committees of the churches, the school and faculty to provide instructional environments that meet the requirements of the curriculum guides while supporting educational plans, safety, discipline, and a positive learning environment.

15. To maintain comprehensive curriculum guides/plans that map desired student outcomes for kindergarten through eighth grade aligned with appropriate state standards.

16. To foster a school climate that supports both student and staff success, and promotes respect and appreciation for all students, staff, and parents.

**Organizational Direction and Communication**

17. To form and hold regular meetings with Immanuel-Zion Lutheran School Association Board.

18. To work in Christian unity with the churches' boards and committees.

19. To support the Association Board and the congregations in the adoption of administrative policies and procedures that will support the school to carry out the mission of the congregations.

20. To work with the Association Board to protect and maintain church and school assets.

21. To provide reports to the Association Board, Missouri District, and synod as requested, and to be active in District and Synodical activities as they relate to the educational ministry of the church.

22. To provide school and church communities with timely communications that promote the ministry of the school, inform the community of school activities, and provide school families with essential school notices and publications.

23. To serve as the Athletic Director by scheduling contests with area schools and hiring officials.

**Education and Requirements:**

- Is a member of The Lutheran Church - Missouri Synod, Rostered or eligible for Roster status.
- Holds an active membership in the congregation supporting the school and is regular in Church attendance and Bible study.
- Hold a current, appropriate state certification or is actively working toward obtaining the required certification.
- Holds a master's degree in education, with at least twelve semester hours in administration or supervision or is actively working toward such a degree.
- Passed a criminal background check.
- Has received the rite of commissioning and been installed into Congregational ministry in accordance with the forms and practices of the Synod for the purpose of serving Immanuel Lutheran School, and in all events the principal shall solemnly pledge to teach Scriptures as the inspired and inerrant Word of God and the Symbolical Books of the Lutheran Church as a true exposition of the Scriptures.

**Physical Requirements:**

- Able to perform the essential functions of the office of the School Principal safely and successfully in educational settings and daily activities in the office and schools.
- Able to maintain regular punctual attendance for meetings and official functions of the office of principal.
- Must be able to lift and carry up to 35 lbs.
- Must be a good communicator in written, oral, and electronic formats. Emphasis is on the ability to listen and speak clearly.

**Resources used:**

[LCMS-2016-Handbook-May-2017-Edition%20\(1\).pdf](#) accessed 10-2019.

Michigan District's compensation guide (salary guide) (pdf) for ordained and commissioned workers.

[Employment Resource Manual for Congregations and Districts](#). (2012). St. Louis: MO. Lutheran Church – Missouri Synod.

[Annual Review Sample Form: Pastor or Principal](#). (accessed 10/2019). Michigan District LC – MS.

**Date Approved:**