

SECTION 9.000: JOB DESCRIPTIONS

Principal.....9.1000

Position Title: Principal

Position Management: School Board

Qualifications: The principal shall:

- Be a called teacher who holds a Lutheran Teachers Diploma
- Be certified by a college or university of the LCMS Concordia University System;
- Certified by the State of Missouri within three years of employment.

Other Requirements:

All employees must sign, annually, that they have read, understand, and will abide by: The mission statement of church and school, Personnel Handbook, Policy Book, Statement of Called Teacher Responsibility (if applicable), Statement of Belief, and Code of Christian Conduct. Mandated Reporters must complete training as required by law.

Responsibilities:

1. The administrator as the spiritual leader of the school:

- Understands and is committed to the overall ministry of Christian Education in church and school.
- Is a Christian role model for staff and students.
- Is committed to personal growth in Word and Sacrament.
- Exhibits leadership in the spiritual growth of faculty, staff, and students.
- Strives to maintain the confessional stance of The Lutheran Church-Missouri Synod.
- Strives to make the faith curriculum and chapel services effective, meaningful, and applicable to the Christian life.
- Plans and implements outreach to non-member families.
- Works to improve the spiritual climate of the school.
- Demonstrates that the spiritual mission of the school is the highest priority for time, energy, and service.
- Demonstrates servant leadership.

2. As the executive staff of the board:

- Enforces government regulations.
- Delegates authority and responsibility.
- Provides adequate information for effective board meetings.
- Cooperates with the district and synod level.
- Works effectively with support staff.
- Sets goals and plans to achieve them.
- Manages time effectively.
- Keeps the Board informed of all school-related activities, needs, and successes.

- Provides a monthly written report to the Board.
- Responsibly carries out Board policies.
- Provides leadership in the review and development of school policy.

3. As manager of the school:

- Effectively manages the school office.
- Effectively plans and administers an annual budget, in conjunction with the Business Manager
- Manages all funds with skill, integrity and responsibility.
- Assures the safety of students, faculty, and families.
- Plans for efficient long-range and short-range operation of facilities and equipment.
- Supervises appropriate use of the facilities and equipment.
- Holds faculty and staff responsible for assigned tasks and procedures.

4. As the leader of curriculum and instruction:

- Demonstrates knowledge of curriculum trends.
- Is aware of student curriculum needs.
- Motivates and assists staff as they set curriculum objectives.
- Demonstrates knowledge of effective teaching techniques.
- Plans and implements staff development activities.
- Assists staff in selecting and evaluating instructional materials.
- Secures appropriate involvement of students, staff, and community regarding curricular and/or instruction objectives.

5. As the staff leader:

- Provides appropriate praise and recognition for staff.
- Uses discretion when discussing students, staff, and families.
- Determines staff assignments to ensure a balance of classroom, school, and church responsibilities.
- Evaluates staff responsibilities and ministry effectiveness.
- Provides a clear and consistent direction for the staff.
- Demonstrates appropriate use of Matthew 18 in dealing with staff problems.
- Promotes and supports staff initiative and innovation.
- Seeks and recommends the best-qualified candidates for staff positions.
- Orients and supports new staff.
- Promotes goal-setting/self-improvement for staff members.
- Uses a systematic program of teacher supervision.
- Demonstrates knowledge of professional literature/research.
- Benefits from constructive criticism.
- Maintains membership and participation in professional organizations.
- Practices appropriate techniques of leadership.
- Models professional growth through participation in workshops, conferences, and graduate courses.
- Maintains professional certifications.

6. As director of student relations:

- Assists students to take responsibility for their conduct.
- Promotes students' respect for the rights, property, and opinions of others.

- Understands and respects students' growth as individuals.
- Maintains communication with students.
- Is available before, during, and after school hours for handling student problems and conflicts.
- Demonstrates fairness, firmness, and consistency in handling student problems and conflicts.
- Knows students personally.
- Annually updates promotional materials and applications.
- Personally interviews all families who apply to the school.
- Follows up on all potential students who are not registered.
- Provides leadership in student relations.
- Helps to secure financial aid for families experiencing financial stress.
- Supports the philosophy that every child needs a Christ-centered education.

7. As director of community relations:

- Deals effectively with groups.
- Secures effective use of human and community resources.
- Maintains an effective community with families.
- Speaks and writes accurately and correctly.
- Develops and uses effective procedures for reporting to the school constituents.
- Demonstrates knowledge of community-based activities with educational value.
- Represents the school effectively within the community.
- Demonstrates patience, empathy, and respect for others.
- Treats people in an unbiased and fair manner.
- Works constructively to facilitate growth in others.
- Is honest and consistent in all dealings.

8. As director of public relations and resource development:

- Practices and encourages Biblical principles of stewardship.
- Tells the story of the school in terms of ministry and Christian education.
- Challenges and tracks congregation financial support.
- Actively seeks financial support from those who have a relationship with the school.
- Identifies, trains, and cultivates volunteers.
- Seeks third source funds.