

Immanuel Lutheran Church & School

Principal Job Description

Job Title: Principal (K – 8th Grade)
Reports To: Head of School

Summary:

This person will work as a "team member" with all of the personnel of Immanuel Lutheran Church & School in developing and implementing an effective ministry. Together with the Ministry Team and other school administration, he/she will strive to provide a climate of excellent Christian education from kindergarten to eighth grade. This individual will share and support the vision and mission of Immanuel Lutheran Church and School.

Distinct responsibility of this position includes the supervisory role of the day-to-day operations of the Kindergarten-8th grades.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

I. Visionary Leadership:

- In collaboration with the Head of School, Senior Pastor and Church Leadership Team (CLT), lead and inspire the staff, students, parents and congregation to support the school's vision and mission.
- In conjunction with the administrative team, promote, encourage, and nurture personal spiritual growth, educational excellence, and the continued emotional growth and development of the staff, parents, and students.
- Assist in the planning for the continued growth and development of the school mission. Be involved in the vision for future school development.
- In cooperation with the Head of School and other school administration, develop policies, procedures, and curriculum for the school that support and implement the vision and mission statements.
- Promote an environment of excellent Christian education.

II. School Management:

- Oversee the day-to-day operations of the Kindergarten – 8th grades.
- Assist in the assimilation of new students and families.
- In conjunction with the teachers, school counselor, and LASE specialist identify the needs of specific students and ensure accommodation plans are in place.
- Oversee the admission, transfer, promotion, retention, suspension, and expulsion of students.

- In conjunction with the administrative team, implement and communicate an effective school/department discipline policy.
- In alignment with the school administrative team, manage student discipline.
- Communicate with parents, students, teachers, and staff through the use of written publications, electronic media, personal contact, and community involvement to enhance and support the school's mission.
- Oversee the accurate keeping of student records.
- Communicate with the appropriate personnel regarding the kindergarten through eighth grade state of affairs and events.
- Provide an atmosphere of hospitality for parents, students, faculty and staff.
- Oversee the completion of student assessments.
- In cooperation with other administrative team members, Head of School, Business Manager and school bookkeeper, prepare an annual school budget as part of Immanuel Lutheran Church's unified budget. Monitor expenditures throughout the year and communicate variances to the Business Manager and CLT.

III. Supportive Leadership:

- In conjunction with the administrative team, review the goals of the school to ensure cohesiveness.
- Promote an effective team ministry of church and school staff that promotes understanding, cooperation, skill development, and growth through supportive leadership and supervision.
- Support a team ministry within the school administration.
- Provide a high level of visibility through presence at church and school activities.
- Attend appropriate conferences and activities. Serve in leadership positions as time and opportunity permits.

IV. Supervisory Responsibilities:

- Supervise the kindergarten through eighth grade staff.
- In cooperation with the administrative team, conduct formal annual staff evaluations and develop written action plans for on-going development.
- Assist staff in developing goals.
- Arrange and lead regular meetings with all direct reports.
- Provide counsel for school staff to give encouragement, support and direction for growth.
- In collaboration with the Head of School screen and hire qualified school personnel. Make recommendations to the CLT and congregation for the calling of Lutheran Church Missouri Synod commissioned ministers.

V. General and Administrative Duties:

- Lead staff devotions as assigned.
- Oversee staff assignments.
- Oversee parent-teacher conferences.
- Attend monthly SLMT meetings. Other meetings as necessary.
- In conjunction with other school administration, assist in the beginning and end of the year teacher/staff activities and meetings.
- Attend and support staff gatherings for fellowship and growth.
- Develop relationships with area school administrators (both public and private).
- Participate in community affairs, as time permits.
- Other duties as assigned by the Head of School or Senior Pastor.

VI. Position Requirements:

- Bachelor's Degree; Masters Degree in administration or education (a plus).
- Rostered Church Worker through the LCMS is preferred or willing to seek Colloquy
- Experience as an administrator.
- Must possess a valid teaching certificate.
- Experience and understanding of "team" ministry.
- Possess a strong commitment to Lutheran school ministry.
- Model the Christian life, including prayer and devotional life, worship life, family life, and stewardship of gifts, talents, and treasures.
- Demonstrate skills in the following areas:
 - Positive leadership of faculty, staff, parents, and students
 - Effective communicator
 - Effective mediator of conflict
 - Ability to relate to students and parents
 - Organization
 - Time management

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical:** Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- **Problem Solving:** Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Project Management:** Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- **Technical Skills:** Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- **Customer Service:** Manages difficult or emotional situations; responds promptly to a person's needs; solicits feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills:** Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication:** Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **Written Communication:** Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.
- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Visionary Leadership:** Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.
- **Change Management:** Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- **Leadership:** Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- **Managing People:** Makes self available to staff; solicits and applies feedback (internal and external); fosters quality focus in others.
- **Cost Consciousness:** Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
- **Ethics:** Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

- **Organizational Support:** Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.
- **Strategic Thinking:** Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses.
- **Judgment:** Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Motivation:** Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- **Planning/Organizing:** Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- **Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Quality:** Demonstrates accuracy and thoroughness.
- **Safety and Security:** Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.
- **Adaptability:** Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability:** Takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative:** Undertakes self-development activities; asks for and offers help when needed.
- **Innovation:** Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.