

Job Description

Job Title: Administer of Education

Reports To: Board of Education

FLSA Status: Exempt

Department: School/Childcare

Summary: Oversees the overall administration and operations of the school and childcare by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Works with Pastoral team in carrying out the mission, values and ministry of the school.
2. Strives to be a Christian role model for staff and students by being committed to personal growth in Word and Sacraments.
3. Recommendations the hiring of all school staff.*
4. Works with the Principal to train and evaluate staff.*
5. Evaluates the Childcare Supervisor and Principal.*
6. Notifies School Board of emergencies in a timely manner.*
7. Prepares payroll and daily status reports.*
8. Helps prepare school and childcare budgets.*
9. Prepares reports and attends meetings as required by School Board.*
10. Maintains a safe, clean, attractive, and orderly school environment by working with the custodial firm.*
11. Attends workshops, conferences, seminars, and continuing education classes as directed and/or approved by the School Board.*
12. Fosters student motivation through enthusiasm and encouragement.*
13. Follows all classroom/school policies and procedures thereby setting an example to students.*
14. Maintains professional behavior during conflict situations.*
15. Communicates with co-workers and parents in a professional manner.*
16. Ensures that regular staff meetings are held and documented for both school & childcare.*

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree from four-year college or university and a Master's Degree in Education.
Degree from a LCMS University or completed Colloquy.

Skills:

Oral Communication Skills	Family/Child Relations	Computer Skills
Written Communication Skills	Organization	
Interpersonal Relations	Planning	
Customer Service	Professionalism	
Diplomacy	Reading Skills	
Math Aptitude	Time Management	

Supervisory Responsibilities:

Manages subordinate supervisors who supervise employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Frequently exposed to outdoor weather conditions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand, sit and stoop, kneel, crouch, crawl, or walk. The employee is frequently required to climb a minimum of two flights of stairs. The employee is occasionally required to reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 50 pounds.

*Essential functions

Acknowledgement

I have read the position description and understand the functions and objective of the position.

Employee Signature

Date

Manger Signature

Date