



Partnering with families to form students into faithful disciples of Christ and accomplished scholars who joyfully serve others.

Principal

Position Overview

Springfield Lutheran High School (SLHS) is seeking a dedicated and faith-driven Principal to provide spiritual, academic, and administrative leadership in alignment with the policies of the SLHS Board of Directors. The Principal oversees faculty, curriculum, student life, and school operations, ensuring that all aspects of school life reflect SLHS's core values of Christ-Centered Community, Relationship-Driven Culture, and Educational Excellence. The Principal works collaboratively under the leadership of the Executive Director to implement the mission and vision of the school with excellence, professionalism, and faithfulness.

Classification:

- Full-time, benefits-eligible salaried position.
- The Principal reports to the Executive Director.

Duties and Responsibilities

Spiritual Leadership

- Serve as a spiritual leader within the school, promoting a Christ-centered environment where faith and learning are fully integrated in every aspect of school life.
- Model Christian faith through attitude, speech, and action, reflecting a consistent daily walk with Jesus Christ.
- Demonstrate spiritual and emotional maturity in leadership, cultivating a Christ-centered and professional culture among school personnel and students.
- Maintain a personal commitment to spiritual growth through prayer, Bible study, worship, and regular church attendance; be prepared to articulate the school's Statement of Belief and mission to visitors and families.
- Foster a team spirit among faculty and maintain an atmosphere of respect, obedience, and joy in Christian service that is conducive to teaching and learning.

- Nurture the spiritual and professional growth of students, faculty, and staff, encouraging each to use their gifts faithfully and effectively.
- Display the highest ethical and professional standards when working with students, parents, school personnel, and the community.
- Maintain strong relationships with area congregations, encouraging ongoing engagement and partnership in the mission of the school.

Academic Leadership

- Ensure that the curriculum and all co-curricular programs are designed and delivered within parameters set by the Board of Directors, providing students with opportunities for spiritual, intellectual, physical, social, and career development in alignment with the school's mission and goals.
- Work collaboratively with the Executive Director to evaluate and strengthen academic programs in alignment with long-term strategic priorities and accreditation standards.
- Supervise and evaluate the instructional programs of the school, observing classes regularly and developing short- and long-range plans to ensure academic excellence and continuous improvement.
- Establish and implement procedures for evaluating and selecting instructional materials and equipment that support effective teaching and learning.
- Provide oversight of student activities in collaboration with sponsors and faculty advisors.
- Establish and implement a student recognition and awards system.
- Ensure a safe, orderly, and respectful environment that encourages responsibility, high morale, and Christian character.
- Enforce the student discipline and dress code in compliance with Board policy.
- Administer matters of student transfer, promotion, acceleration, demotion or suspension; expulsion to be a final decision of the Board of Directors.
- Ensure compliance with all laws, Board policies, civil regulations, and approved handbooks, maintaining an environment focused on both spiritual and academic growth.
- Serve as, or collaborate with, the School Counselor to ensure accuracy of student records, quality testing, and appropriate academic and career planning.
- Teach assigned classes with excellence, creating a supportive and engaging learning environment and positive relationships with students.
- Collaborate with colleagues to enhance curriculum, instructional strategies, and the overall school culture.
- Serve as a role model for students and faculty by demonstrating the importance of lifelong learning and professionalism in education.

Operational Leadership

- Maintain a professional standard of operations, ensuring consistency with insurance, regulatory requirements, and Board policies.
- Plan and manage the academic calendar, master schedule, and facility use in coordination with the Executive Director, ensuring sequential learning experiences consistent with the school's philosophy, mission, and instructional goals.
- Establish schedules and procedures for the supervision of students in non-classroom areas, including before and after school.

- Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities.
- Regularly communicate and coordinate with the Executive Director to ensure that all facilities and grounds meet the needs and expectations of the programs and that routine maintenance, cleaning and upkeep of the school grounds are conducted appropriately.
- Establish procedures to maintain complete, accurate, and confidential student and school records.
- Supervise the use of the school information system and registrar functions, ensuring records include attendance, grades, transcripts, discipline, service hours, and other required data.
- Organize and supervise procedures for addressing students' special needs, including health-related, physical, emotional, and spiritual needs.
- Provide for the health, safety, and welfare of everyone on campus, including scheduling and overseeing emergency drills, participating on the school-based crisis team, and making decisions regarding closures or early dismissals.
- Designate a faculty or staff member to oversee the campus when appropriate.
- Oversee the instructional program to ensure academic excellence.
- Lead the planning, design, analysis, and revision of the curriculum to meet school goals.
- Oversee the selection and purchase of textbooks and instructional materials.
- Establish and maintain an effective inventory system for all school supplies, materials, and equipment, conducting an annual inventory of instructional resources.
- Ensure responsible financial stewardship within the Board-approved budget, coordinating with the Executive Director on the timing and scope of larger expenditures that could materially affect cash flow.
- Coordinate student and faculty activities to promote a vibrant school culture, such as working with faculty, student and parent representatives in planning, preparing and conducting the Baccalaureate, Graduation, Junior-Senior Prom, and other special school functions.
- Serve as, or collaborate with, the Athletic Director in overseeing the interscholastic program.
- Organize school personnel, the Board of Directors, and the community in the process of maintaining school accreditation, ensuring compliance and excellence in all areas, in conjunction with the Executive Director.
- Work with the Executive Director to update and maintain the Faculty/Staff Handbook and Student/Parent Handbook.

Faculty Leadership

- Maintain current knowledge of teaching methodologies, student needs, curriculum trends, school operations, and Lutheran education best practices.
- Foster a collegial and professional environment where teachers feel supported, valued, and accountable.
- Supervise and evaluate teaching faculty, providing professional development, guidance, and support, in alignment with the school's mission, goals, and policies, using the spirit of Matthew 5 and 18.
- Conduct classroom observations:
 - First-year teachers: at least twice per semester.
 - Returning teachers: at least once per semester.
- Require faculty to develop course syllabi and objectives for their subjects.
- Develop and implement a new teacher mentoring program.
- Hold regularly scheduled faculty meetings to promote collaboration and improvement.
- Oversee faculty certification and professional growth, ensuring continuous improvement.

- Keep faculty informed, seek ideas for school improvement, and collect data regarding faculty needs.
- Set annual personal goals and prioritize follow-through on professional plans.
- Exercise sound judgment, demonstrating openness, decisiveness, and a positive Christian attitude.
- Ensure a safe, orderly, and high-morale environment that promotes responsibility for professional behavior and models Christian values.

Relationship Management and Communication

- Foster clear, proactive communication with all stakeholders—faculty, staff, students, parents, congregations, and the broader community—in partnership with the Executive Director.
- Maintain professional visibility and model Christian leadership in all interactions with students, faculty, parents, congregations, and the public.
- Use effective communication skills to build and sustain positive, cooperative, and mutually supportive relationships with all stakeholders.
- Notify the Executive Director of any reports made to authorities regarding substance abuse, child abuse, bullying, neglect, or other safety concerns.
- Complete all records and reports as requested by the Executive Director, and regularly communicate about the school's needs, successes, and general operations.
- Through the Executive Director, inform the Board of Directors of current school needs, challenges, and areas for improvement, assisting in the development of policies and preparing relevant items for Board agendas.
- Serve as an ex-officio member of all parent and extracurricular organizations formed within the school.
- Attend required meetings (e.g., committees, fundraising, curriculum, Board, parent organizations) and a variety of school-sponsored functions and religious events (e.g., Confirmation, Graduation).

Qualifications

- A personal relationship with Jesus Christ and a strong, active Christian faith, with a commitment to Lutheran education.
- Be committed to furthering the school's Christian mission and philosophy of faith-based education.
- Agree to uphold Springfield Lutheran High School's Statement of Belief.
- Agree to submit to and honor the standards outlined in the Faculty/Staff Handbook.
- Faithfully attend and financially support a local church whose beliefs are in agreement with those of Springfield Lutheran High School and The Lutheran Church—Missouri Synod.
- Master's degree in education, school administration, or a related field, with a minimum of five years administrative experience in a secondary educational environment.
- State certification in educational administration.
- LCMS Synodical training, or willingness to complete the LCMS Colloquy Program upon hire.
- Proven ability to lead collaboratively under executive leadership while independently managing daily school operations.
- Experience in educational leadership, curriculum development, and student affairs.
- Strong administrative, organizational, and communication skills.
- Ability to supervise faculty, support student development, and foster a Christ-centered learning environment.

Preferred Qualifications:

- Experience as a Lutheran school principal or administrator.
- Familiarity with accreditation processes and best practices in Christian education.

Application Process

Interested candidates should [complete an application](#), and submit a resume and cover letter to info@springfieldlutheranhs.org. Applications will be accepted until the position is filled.

Non-Discrimination Policy

Subject to the Constitution of the United States and all applicable state and federal laws, Springfield Lutheran High School does not discriminate in its employment practices.