

Principal – Lutheran School (Pre-K3 through 8th Grade, Multigrade Structure)

Reports To

School Board (in collaboration with the Pastor/Board of Education as applicable)

General Description

The Principal of Salem Lutheran School nurtures and maintains a Christ-centered educational environment in accordance with the doctrine of the Lutheran Church—Missouri Synod. The Principal serves as the spiritual and instructional leader of the school, overseeing daily operations, supervising faculty and staff, managing fiscal matters, and working closely with the congregation and community. The Principal equips teachers and students for Christian excellence and fosters a strong, unified ministry across Pre-K3 through 8th grade, including multigrade classrooms.

Key Responsibilities

Spiritual & Educational Leadership

- Model a Christ-centered life of faith, prayer, and service consistent with LCMS doctrine.
- Foster a positive Christian climate of discipline, respect, and spiritual growth.
- Lead faculty in maintaining a strong Lutheran identity across all grades and activities.
- Support the spiritual development of students, staff, and families through chapel, devotions, and other faith-centered activities.

Faculty Development & Supervision

- Recruit, hire, and evaluate faculty and staff; provide ongoing coaching and professional development.
- Ensure high levels of professional competence and spiritual growth among faculty.
- Maintain current knowledge of educational techniques, curriculum standards, and accreditation requirements.

Curriculum & Instruction

- Oversee curriculum development and implementation to ensure academic excellence and Christian integration.
- Ensure that graduates meet or exceed state and national academic standards.

- Provide leadership and support for the multigrade classroom structure by guiding teachers in differentiated instruction, flexible scheduling, and cross-grade learning strategies.
- Develop annual and long-range goals for curriculum enhancement and student achievement.

Administration & Compliance

- Prepare and manage the annual school budget, monitoring all fiscal matters.
- Implement policies established by the School Board and respond to Board directives.
- Maintain compliance with state regulations, accreditation standards, insurance, and student records.
- Provide a safe and secure environment for students, faculty, and staff.

Community & Enrollment

- Serve as the primary liaison between the school and its constituents: students, parents, congregation, alumni, and the public.
- Promote enrollment among congregation families and the wider community in accordance with enrollment policies.
- Develop and execute plans to retain current students and recruit new families.
- Build and maintain positive relationships with the congregation, local community, and LCMS partners.

Vision & Planning

- Create and communicate an enthusiastic mission and vision for the school to the congregation and community.
- Develop long-range plans for curriculum, facilities, enrollment trends, and staff evaluation to ensure the school's ongoing vitality.
- Collaborate with the School Board and congregation to set and evaluate annual goals.

Other Duties

- Prepare a written monthly report and attend Board of Christian Education meetings as an Advisory Member.
- Prepare written reports for Salem's Voters Meetings.
- Perform additional tasks as assigned by the School Board.

Minimum Qualifications

- Active, communicant member in good standing of a Lutheran Church—Missouri Synod congregation.
- Bachelor's degree from an LCMS university or completion of the LCMS colloquy program.
- Master's degree in education or administration preferred.

- Minimum of five years' experience as a classroom teacher and/or principal in the Lutheran school system.
- Eligible for or holding LCMS Commissioned Minister—Principal certification.
- Excellent interpersonal, supervisory, written, and verbal communication skills.
- Demonstrated ability to work effectively in a multigrade learning environment.

Desired Character Traits & Skills

- Exhibits strong Christian character, personal devotion, and prayer life.
- Models flexibility, servant leadership, and a willingness to adapt to accomplish God's will.
- Demonstrates vision, organizational skill, and strategic thinking.
- Possesses strong conflict resolution, problem-solving, and decision-making abilities.

Terms of Employment

- Full-time, 12-month administrative position.
- Compensation and benefits in accordance with Salem Lutheran School policies and LCMS guidelines.