

7.3 Assistant Principal

Position Summary:

The Assistant Principal is responsible for supervising all aspects of the early childhood school ministry and a Summer Camp program at Word of Life. This responsibility is in place to provide a Christ-centered educational environment to develop the God-given abilities and gifts of the students. The position is full-time and twelve months and requires the candidate to be a member of one of the school's association congregations (preferably a different congregation than the principal).

Required Qualifications:

- A college graduate with a bachelor's degree in education.
- Has at least 5 years of early childhood and/or primary grade teaching experience.
- Carry a valid Missouri teaching license or other state license.

Preferred Qualifications:

- A graduate from one of the LCMS teacher training institutions (Concordias or colloquy).
- A master's degree or higher, with an emphasis in early childhood education or administration and supervision.

Responsibilities as Summer Camp Director

Leadership & Ministry Direction

- Provide overall leadership, vision, and direction for all summer camp programs in alignment with the church/school's mission and Christian values.
- Model Christ-like character and foster a spiritually nurturing environment for campers and staff.
- Lead staff devotions, prayer, and team encouragement as appropriate.
- Represent the church/school positively within the congregation and community.

Staff Supervision & Development

- Recruit, hire, train, supervise, schedule, and evaluate camp staff and volunteers.
- Ensure all staff understand and uphold the ministry's policies, Code of Conduct, and behavioral expectations.
- Equip staff to disciple campers through conversation and Christ-centered modeling.
- Onboard staff and organize staff meetings.

Program & Curriculum Planning

- Design and implement age-appropriate activities that integrate faith, character-building, and fun.

- Plan Bible lessons, worship opportunities, and devotional moments.
- Coordinate theme days, projects, and special activities/events.
- Adapt programming based on age levels and weather considerations.

Camper Care

- Monitor camper engagement and behavior.
- Promote the camp's discipline policy.
- Communicate proactively with parents/guardians regarding camper needs, concerns, and celebrations.
- Celebrate the diversity component of our school mission.
- Enforce all safety protocols, supervision standards, and emergency response procedures.
- Maintain proper camper-to-staff ratios and supervision practices at all times.
- Ensure staff are trained in first aid, CPR, and appropriate reporting procedures.
- Complete and review incident, behavior, and injury reports according to policy.

Administrative & Operational Duties

- Oversee registration, enrollment records, medical forms, attendance tracking, and check-in/out.
- Manage staff schedules, rotations, and duty assignments.
- Coordinate facility use with school/church administration, maintenance staff, and custodial teams.
- Maintain inventory of supplies, equipment, and curriculum materials.
- Communicate clearly and professionally with parents, pastors, teachers, and administrative staff.
- Prepare weekly schedules, digital announcements, and other camp communications.
- Address concerns with grace, discernment, and biblical wisdom.

Budget & Stewardship

- Create a camp budget and monitor spending throughout the season.
- Explore sponsorships, donations, and volunteer partnerships that support camp ministry goals, programming and potentially support camp scholarships.

Community Outreach & Engagement

- Build relationships with local churches, schools, and community organizations to increase program visibility and participation.
- Represent and promote the camp at community fairs, church events, and outreach gatherings.
- Coordinate with the school's Admissions and Marketing Director to market the program.
- Develop partnerships with local businesses or groups that can provide resources, sponsorships or volunteer opportunities for programming.

- Identify ways to share information about the school ministry with campers.

Evaluation & Continuous Improvement

- Conduct end-of-season evaluations of staff, programs, and operations.
- Gather feedback from campers, parents, and staff to improve future programming.
- Update policies, training materials, and camper handbooks annually.
- Reflect on spiritual, social, and academic goals to better serve families and the local community.

Responsibilities as Early Childhood Director

Mission Alignment

- Model Christ-like character and maintain a personal commitment to Christian growth.
- Ensure programming supports biblical values, age-appropriate discipleship, and Lutheran-Christian worldview development.
- Collaborate with pastors, ministry leaders, and school administration to integrate faith into daily instruction.
- Lead or coordinate prayer times, devotionals, chapel participation, and ministry events as appropriate.

Leadership & Administration

- Oversee daily operations of the early childhood classrooms in alignment with school policies and directives from the School Principal.
- Establish schedules, routines, staffing assignments, and classroom management expectations.
- Develop and update handbooks, procedures, and operating guidelines annually with approval from the School Principal.
- Maintain accurate student records, including immunizations, attendance, and licensing documentation.
- Provide regular updates to the School Principal regarding enrollment, staffing, concerns, and program growth.
- Meet monthly with the office staff and pastoral staff.
- Cover the principal's duties when necessary (illness, vacation, etc.)
- Attend monthly School Board meetings.

Staff Supervision & Development

- Hire, onboard and evaluate teachers, aides, and support staff in consultation with the School Principal.
- Oversee the hiring and onboarding of substitute teachers.
- Substitute teaching and aiding in classrooms when necessary.

- Provide coaching, mentoring, and professional development opportunities.
- Conduct staff meetings, training sessions, and Christian-based team building.
- Ensure staff uphold the Code of Conduct, confidentiality, and professionalism.

Curriculum & Instruction

- Select and implement an age-appropriate, academically sound, Christ-centered curriculum, subject to principal review.
- Support teachers in lesson planning, assessment, and classroom management.
- Ensure instruction addresses early literacy, numeracy, social-emotional skills, and spiritual growth.
- Adapt programming to meet developmental needs and diverse learning styles.

Family Partnership & Communication

- Build positive, respectful relationships with parents and guardians.
- Communicate early childhood news and information in the school newsletter.
- Coordinate parent conferences, volunteer opportunities, and family engagement events.
- Address questions, concerns, and conflicts with empathy and discernment.
- Refer escalated concerns to the School Principal when appropriate.

Safety and Compliance

- Maintain compliance with health codes and safety standards under oversight of the School Principal.
- Oversee emergency drills, incident reports, and staff training in first aid/CPR.
- Ensure safe supervision ratios and secure check-in/check-out procedures.
- Monitor facility cleanliness, classroom environments, and equipment safety.

Enrollment & Community Outreach

- Promote preschool programs to church families and the surrounding community.
- Coordinate with the school's Admissions and Marketing Director to host open houses, market the program and lead enrollment meetings.
- Coordinate with the school's Admissions and Marketing Director and Principal to organize and lead events that promote retention from preschool to Kindergarten.
- Collaborate with church staff to integrate early childhood families into worship and ministry opportunities.
- Support outreach initiatives that strengthen the preschool's community presence.
- Provide enrollment reporting and projections to the School Principal.

Budget & Resource Stewardship

- Assist the School Principal with annual budget planning and monitor early childhood expenses.
- Manage purchasing of classroom materials, curriculum, and supplies in accordance with approved budget guidelines.
- Maintain inventory and ensure stewardship of school/church resources.
- Seeks and applies for various grant opportunities to support the growth and improvement of the early childhood program.

Program Evaluation & Improvement

- Gather feedback from families, staff, and administration to improve program quality.
- Conduct annual staff evaluations.
- Implement best practices in early childhood education and ministry.
- Provide program evaluation data and recommendations to the School Principal.
- Coordinate with the principal regarding NLSA and Strategic Plan goals and processes.

Professional Expectations

- Uphold confidentiality and integrity in all school matters.
- Demonstrate strong organizational, interpersonal, and leadership skills.
- Maintain punctuality, reliability, and readiness to serve with joy.

Accountability:

The Assistant Principal is accountable to the Principal of Word of Life Lutheran School for the Preschool and Summer Camp Programs.

Training:

If the candidate does not currently hold a Master's degree, the candidate will begin coursework within two years of accepting the position.

If the candidate is not currently a rostered worker (or eligible for rostered status), then the candidate must begin the colloquy program within two years of accepting a position (timing of this will be considered if the candidate also must pursue a graduate degree as well).