

## **Position Description—School Principal/Administrator**

### **Education Ministry**

1. To guard and promote faithfully the spiritual development and welfare of the faculty and students of the school and to provide for Lutheran Christian instruction of the students in the Word of God;
2. (3) To serve the Immanuel-Zion congregations and community as an example of Christian Conduct; to endeavor earnestly to live in Christian unity with the members of the congregation, fellow workers, and families of the school community; and by the grace of God to do everything possible for edification of the congregation and schools for the upbuilding of the church in Christ;
3. (7) To be an active member of a Missouri Synod Lutheran Church, and to attend regularly worship, congregational meetings, Association Board meetings, and school activities;
4. (18) To hold membership in professional associations and the Lutheran Education Association.

### **Administrative Oversight**

5. (4) To continue compliance with local, state, and federal regulations concerning the operation of a private school and pre-school;
6. (5) To maintain accreditation and licensure status of the school;
7. (10) To observe and enforce all policies in approved manuals of Immanuel and Zion Lutheran Churches and school;
8. (12) To monitor and report enrollment numbers and trends;
9. (13) To develop and manage the approved budget observing all financial operations, policies, and practices;

### **Faculty and Staff Support**

10. (6) To oversee credentials of faculty to ensure that professional licensure/certification is appropriate for assignments and remain current;
11. (8) To evaluate faculty and staff performance annually;
12. (9) To supervise classroom instructional practices in content areas, and to ensure doctrine taught is in accord with Scriptures and the Lutheran Confessions;
13. (16) To provide for professional faculty development to ensure continuing high-quality instruction and classroom management.

### **Instructional Leadership**

14. (21) To work with boards and committees of the churches, the school and faculty to provide instructional environments that meet the requirements of the curriculum guides while supporting educational plans, safety, discipline and positive learning environment;
15. (19) To maintain comprehensive curriculum guides/plans that map desired student outcomes for Kindergarten through 8<sup>th</sup> grade aligned with appropriate state standards;
16. (22) To foster a school climate that supports both student and staff success, and promotes respect and appreciation for all students, staff and parents.

### **Organizational Direction and Communication**

17. (20) To form and hold regular meetings with Schol Association Board;
18. (11) To work in Christian unity with the churches' boards and committees;
19. (2) To support the Association Board and the congregations in the adoption of administrative policies and procedures that will support the school to carry out the mission of the congregation;
20. (14) To work with Association Board to protect and maintain church and school assets;
21. (17) To provide reports to Association Board, Missouri District, and synod as requested, and to be active in District and Synodical activities as they relate to the educational ministry of the church;
22. (15) To provide school and church communities with timely communications that promote the ministry of the school, inform the community of school activities, and provide school families with essential school notices and publications;
23. (23) Serve as the Athletic Director by scheduling contests with area schools and hiring officials.