



Principal Job Description

Summary

The Principal serves as the spiritual, educational, and administrative leader of Immanuel Lutheran School, ensuring that all programs, staff, and operations advance the mission of the congregation. The Principal fosters a Christ-centered environment that supports strong academic achievement, spiritual formation, and positive relationships among students, families, staff, and the congregation.

Accountability & Structure

- A member of the Administration and Leadership team and partners with Pastor(s), faculty, and staff.
- Reports to the Board of Christian Education and Board of Directors and serves as ex-officio member of the Board of Christian Education and advisor to the Board of Directors.

Qualifications

1. Demonstrate skills and experience in education and administration, specifically communicating, planning, organizing, controlling and coordinating decisions.
2. Is physically, emotionally, and spiritually healthy and leads an appropriate Christian lifestyle according to God's Word.
3. Willing to become a member of Immanuel Lutheran Church.
4. Prefer a minimum of five years of successful teaching experience in elementary Lutheran Schools.
5. Ideally possess a Lutheran Teaching Diploma, is colloquized, or is willing to meet the standards of the colloquy program.
6. Hold a current Master's Degree in Educational Administration or in Education with course work in administration.

Key Responsibilities

1. Spiritual & Mission Leadership

- Model Christian faith, conduct, and leadership.
- Assure integration of Biblical principles throughout instruction, discipline, and school culture.
- Support staff and students in spiritual growth and faith formation.

2. Educational Leadership

- Ensure curriculum, instruction, and assessment align with mission and promotes high academic standards.
- Supervise instructional programs and support teacher development.
- Maintain high expectations for student learning and staff performance.
- Oversee selection of curriculum materials, coordinate annual achievement testing, and share results with teachers, parents, and the Board of Christian Education.

3. Administrative Leadership

- Execute policies of the congregation and Boards.

- Develop the annual master schedule and school calendar.
- Oversee daily school operations, compliance, reporting, and communication.
- Maintain confidentiality and proper management of student and staff records.

4. Personnel Leadership

- Supervise, evaluate, and support teachers and staff.
- Conduct annual performance reviews and maintain personnel files and share summary updates with the Board of Christian Education
- Provide mentoring, coaching, and professional development.
- Promote a collaborative, mission-focused staff culture.

5. Student & Family Relations

- Communicate mission, expectations, and policies clearly.
- Build strong relationships with families and support home-school partnership.
- Oversee admissions, discipline, and student support processes.
- Ensure consistent, fair, mission-aligned discipline practices.

6. Finance & Budget Oversight

- Demonstrate fiscal responsibility in all financial practices.
- Maintain and oversee accurate records of tuition, fees, and revenue and provide financial transparency to the elected congregational treasurer.
- Prepare the annual school budget and tuition levels in conjunction with the Board of Christian Education
- Support fundraising, grants, and major school events.

7. Facilities & Safety Oversight

- Ensure a safe, clean, and well-maintained learning environment.
- Coordinate building use, maintenance, and inspections with the Board of Trustees.
- Oversee emergency preparedness and safety compliance.

8. Congregation & Community Engagement

- Represent the school to the congregation, boards, and community.
- Communicate school and church vision, mission, goals, and achievements.
- Maintain positive relationships with local schools, District/Synod officials, and community organizations.

Terms of Service, Salary & Benefits

Salary and benefits are determined annually by the Board of Christian Education and Board of Directors. The Principal's call is issued on an annual basis. Eligibility for LCMS roster status (divine call) is available to qualified individuals.