



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 close collaboration with the Executive Director and in alignment with Board policies. This position offers the opportunity to shape a growing school's academic programs, develop faculty, and build a school culture rooted in Christ-Centered Community, Relationship-Driven Culture, and Educational Excellence. The Principal leads faculty, curriculum, student life, and daily school operations, advancing the school's mission and strategic priorities through initiative, sound judgment, and dependable follow-through.

Reflecting SLHS's current size and stage of growth, the Principal also carries School Counselor and Athletic Director responsibilities and may teach one or two classes based on staffing and student needs. These responsibilities and the school's staffing structure will evolve as SLHS continues to grow.

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 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

- Lead curriculum and instructional program development, implementation, and evaluation in alignment with the school's mission, Board policies, strategic priorities, and accreditation standards.
- Evaluate student learning and program effectiveness, implement improvement plans, and ensure programs support students' spiritual, intellectual, physical, social, and career development.
- Establish instructional resource selection procedures and oversee textbook, material, and equipment purchases within approved budgets and purchasing authority.
- Serve as, or oversee, the School Counselor to provide academic advising, course planning, testing, graduation planning, and college and career guidance; monitor and support student progress.
- Organize support for students' learning, health, emotional, and spiritual needs, engaging families and referring to qualified professionals when needs exceed school services or the Principal's expertise.
- Teach assigned classes with effective instructional practices and supportive student relationships.

Faculty Leadership

- Supervise and evaluate faculty, setting clear expectations for instruction, performance, communication, and professional conduct.
- Conduct regular classroom observations and evaluations under approved procedures, providing timely feedback and professional development.
- Address and document performance, communication, and conduct concerns promptly and directly. Consult the Executive Director on significant personnel matters and recommended corrective action.
- Recommend faculty hiring, retention, assignments, discipline, and separation to the Executive Director under established policies and procedures.
- Lead faculty meetings, require course syllabi and objectives, and establish new teacher mentoring and onboarding.
- Oversee faculty certification and professional growth.
- Maintain current knowledge of teaching methodologies, student needs, curriculum trends, school operations, and Lutheran education best practices.
- Build a faculty culture of support, accountability, healthy communication, and constructive problem-solving. Seek faculty input and address concerns in accordance with biblical principles of direct communication, reconciliation, and conflict resolution, including Matthew 5 and 18.

Student Life and Athletics

- Lead a safe, respectful student culture that promotes responsibility, Christian character, belonging, and recognition of growth and achievement.
- Administer discipline, dress code, student transfer, promotion, acceleration, demotion, and suspension in accordance with Board policies, approved handbooks, and established procedures. Expulsion remains a final Board decision.
- Oversee student activities and extracurricular programs through clear expectations for sponsors and faculty advisors.

- Serve as, or oversee, the Athletic Director in coordinating interscholastic schedules, eligibility, coaches, participation requirements, and facility and transportation needs within approved policies and budgets.
- Oversee school functions, including graduation, Baccalaureate, dances, and other student-centered events, ensuring appropriate planning, staffing, and student supervision in coordination with responsible staff.

Operational Leadership

- Maintain a consistent, visible on-campus leadership presence during the school day, remaining accessible to students, faculty, staff, and families and providing direct oversight of daily school operations.
- Establish dependable daily administrative systems that comply with applicable requirements, Board policies, and approved handbooks.
- Establish and maintain effective systems for planning, prioritizing, delegating, and monitoring responsibilities to ensure timely completion of school operations and initiatives.
- Manage the academic calendar, master schedule, and school program use of facilities, resolving scheduling and resource needs with the Executive Director and appropriate staff.
- Establish student supervision procedures for classroom, non-classroom, and before- and after-school settings; designate campus leadership coverage when absent.
- Oversee school information system and registrar functions, ensuring accurate, timely, confidential records of attendance, grades, transcripts, discipline, service hours, and other required information.
- Lead campus health, safety, emergency preparedness drills, and crisis team participation. Make closure and early dismissal decisions within approved authority and emergency procedures, promptly communicating with the Executive Director.
- Identify school facility needs and coordinate with designated facilities staff to maintain attractive, organized, safe, clean, and functional learning spaces. Escalate unresolved concerns to the Executive Director.
- Ensure responsible care and inventory of school supplies, instructional resources, and equipment.
- Manage spending within approved budgets and purchasing authority. Obtain required approvals and consult the Executive Director on commitments that could materially affect cash flow.
- Lead accreditation evidence collection, faculty participation, improvement planning, and progress monitoring; recommend organizational actions and provide information for executive and Board decisions.
- Lead review of academic, student-life, and daily operating procedures in school handbooks. Submit revisions through the Executive Director for required review and approval before implementation.
- Exercise independent judgment within Board policies, approved budgets, and delegated authority. Consult the Executive Director on matters with significant organizational implications or requiring additional approval.
- Translate strategic priorities into actionable school goals and recommend program, resource, and educational improvements aligned with those priorities. Consult the Executive Director early in the consideration of new programs or significant initiatives, before undertaking substantial planning or committing resources.

Relationship Management and Communication

- Lead timely faculty, student, and family communication about academics, student life, and daily operations. Align broader communications with the Executive Director and communications staff.
- Build positive relationships and maintain professional visibility with students, families, congregations, and the broader school community.

- Communicate concerns directly and professionally through appropriate channels, seek clarification when needed, and support and implement established decisions.
- Keep the Executive Director proactively informed of significant operational developments, emerging concerns, personnel matters, and student or family issues. Bring relevant information, recommended solutions, and clear requests for decisions.
- Lead the school's day-to-day admissions and student retention process, ensuring timely prospective-family engagement, student visits, application follow-up, and effective coordination among office, marketing, and school staff. Monitor the enrollment pipeline, address barriers to enrollment and retention, and report progress and recommended actions to the Executive Director in alignment with established enrollment goals, strategy, and admissions policies.
- Carry out required reporting and safety procedures promptly. Notify the Executive Director of reports to authorities or significant concerns involving abuse, neglect, substance abuse, bullying, or student safety, without delaying required reporting or immediate protective action.
- Through the Executive Director, inform the Board of school needs, challenges, progress, and recommended policies; assist with relevant agenda materials.
- Serve as an ex-officio member of school parent and extracurricular organizations. Attend required meetings and school events, including student activities, athletic events, parent gatherings, fundraising events, and religious functions.

Qualifications

- A personal relationship with Jesus Christ, strong and active Christian faith, and a commitment to Lutheran education and the school's Christ-centered mission.
- Agree to uphold Springfield Lutheran High School's Statement of Belief.
- Faithful attendance and active involvement in 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 of 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.

This job description describes the general nature and level of work expected of this position. It is not intended to be a comprehensive listing of all duties and responsibilities. Additional duties may be assigned as needed, consistent with the position and the needs of the school.

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.