

Zion Lutheran Church and School

School Administration

Position: School Principal

Summary

The Principal will work, as a team member, with other personnel of the church and school. As a leader in ministry, the principal is a key element in assuring that the elementary school is truly part of the mission and ministry of the Zion congregation. The principal shall be a spiritual model and leader to the staff and families served. The principal is responsible for routine operation of the school, supervising all phases of the school program that involves children and staff, paying special attention to the safety of the program as well as policies adopted by the school in conjunction with the School Board/Board of Directors. The principal will lead and maintain National Lutheran School Accreditation for the school. The principal will advocate what is best for children and their development by ensuring that the overall program contributes to each child's spiritual, social, emotional, cognitive, and physical development. The principal will maintain open and positive communication between parents, their children, and staff.

Accountability

The principal is accountable to the Pastor.

Professional Qualifications

- Be on the Roster of Synod – Call Eligible
- Be Christian by affirmation and example and possess a Lutheran understanding of Scripture.
- Have a Master's Degree in School Administration or completion of School Leadership Development (SLED) Certification is preferable.
- Be a participating member of the Zion congregation demonstrated by having regular worship attendance, tithing to the congregation, involvement in Bible study, and spending time in the Word and in prayer.
- Be familiar with a variety of approaches, models, and resources for education management.
- Work effectively in a team ministry demonstrating vision and leadership in school ministry.
- Demonstrate effective verbal and written communication skills.
- Have current skills in information technology.

Personal Qualifications

- Exhibit a Christian lifestyle in accordance with Scripture serving as a positive role model for students, parents, and staff.
- Be a confident leader whose example nurtures peaceful relationships that glorify God.
- Demonstrate a positive image and attitude, including dress, grooming, speech, demeanor, and outlook.
- Be able to work efficiently and maintain confidentiality.

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Essential Duties

The administrator as spiritual leader of the school:

- Understands and is committed to the overall ministry of Christian Education in church and school.
- Is a Christian role model for staff and students & provides spiritual guidance
- Is committed to personal growth in Word and Sacrament.
- Exhibits leadership in the spiritual growth of faculty, staff and students.
- Strives to maintain the confessional stance of The Lutheran Church – Missouri Synod
- Strives to make the faith curriculum and chapel services effective, meaningful and applicable to the Christian life.
- Plans and implements outreach to non-member families.
- Works to improve the spiritual climate of the schools.
- Demonstrates that the spiritual mission of the schools is the highest priority for time, energy and service.
- Demonstrates servant leadership.

As executive staff of the Board of Schools:

- Enforces government regulations.
- Delegates authority and responsibility.
- Provides adequate information for effective board meetings.
- Cooperates with the district and synod agencies & personnel.
- Works effectively with support staff.
- Sets goals for school and outlines plans to achieve them.
- Manages time effectively.
- Keeps the board informed of all school related activities, needs and successes.
- Provides written reports to the board.
- Responsibly carries out board policies.
- Provides leadership in the review and development of school policy.

As manager of the Kindergarten – Eighth Grade Day School and supervisor of the Preschool and Extended Day Care Directors:

- Effectively manages the school office including the maintaining of student records relating to attendance, academic achievement, health, biographical evaluations, and statistical and certification data.
- Effectively plans and administers the annual budget, working in cooperation with the church budget.
- Manages all funds with skill, integrity and responsibility.
- Assures safety of students, faculty and families.
- Assures the school facilities are adequate for the school's program and meets all state and local safety, fire, and health requirements.
- Plans for efficient long- and short-term operation of facilities and equipment.
- Supervises appropriate use of facilities and equipment.
- Recruits, trains and holds accountable all School staff.
- Holds faculty and staff responsible for assigned tasks and procedures.

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- Serves as liaison to the Board of Trustees in managing the physical plant.

As leader of curriculum and instruction:

- Demonstrates knowledge of curriculum trends.
- Is aware of student curriculum needs.
- Motivates and assists faculty as they set curriculum objectives.
- Demonstrates knowledge of effective teaching techniques.
- Plans and implements faculty and staff development activities.
- Assists faculty in selecting and evaluating instructional materials.
- Secures appropriate involvement of students, staff and community regarding curricular and/or instructional objectives.
- Provides for the maintenance of WASC & NLSA accreditation.
- Provides for student achievement testing and reporting.

As staff leader:

- Provides appropriate praise and recognition for faculty/staff.
- Uses discretion when discussing students, families and employees.
- Determines faculty and staff assignments to ensure a balance of classroom, school and church responsibilities.
- Annually evaluates faculty/staff responsibilities and ministry effectiveness.
- Provides clear and consistent direction for faculty/staff.
- Demonstrates appropriate use of Matthew 18 in dealing with personnel, issues and problems.
- Promotes and supports faculty/staff initiative and innovation.
- Seeks and recommends the best-qualified candidates for positions.
- Orients and supports new faculty/staff.
- Promotes goal setting and self-improvement for faculty/staff.
- Makes evaluative visits to classes regularly and discusses the visit with the teacher.
- Demonstrates knowledge of professional literature and research.
- Benefits from constructive criticism.
- Maintains membership and participation in professional organizations.
- Practices appropriate techniques of leadership.
- Models professional growth through participation in workshops, conferences and graduate courses.
- Conducts and/or arranges for staff development and in-service for professional and spiritual growth; update staff on revised policies and procedures and implement changes.
- Maintains professional certifications.

As director of student relations:

- Assists students to take responsibility for their conduct.
- Promotes students' respect for the rights, property and opinions of others.
- Understands and respects students' growth as individuals.
- Maintains communication with students.

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- Is available before, during and after school hours for conferencing with students, parents and employees.
- Demonstrates fairness, firmness and consistency in handling student problems and conflicts
- Knows students personally.
- Personally interviews all families who apply.
- Follows up on all potential students who are not registered.
- Provides leadership in student retention.
- Helps to secure financial aid for families experiencing financial stress.
- Supports the philosophy that every child needs a Christ-centered education.
- Responsible for the admission, placement, transfer, promotion, acceleration, demotion, suspension and/or expulsion of students.
- Responsible for an exit interview process and will report to the Board of Schools when students leave or do not re-enroll.

As director of community relations:

- Deals effectively with groups.
- Secures effective use of human and community resources.
- Maintains effective communication with families.
- Speaks and writes accurately and correctly.
- Develops and uses effective procedures for reporting to the school and agency constituents.
- Demonstrates knowledge of community-based activities with educational value.
- Promotes and represents an understanding of the school's distinctive nature; in the congregation and the community. Represents the school through involvement at the synodical level (as part of the 2000 plus Lutheran schools) and at PSD district level.
- Annually updates promotional materials and applications.
- Demonstrates patience, empathy and respect for others.
- Treats people in an unbiased and fair manner.
- Is honest and consistent in all dealings.

As director of public relations and resource development:

- Practices and encourages Biblical principles of stewardship.
- Tells the story of the school in terms of ministry and Christian education.
- Challenges and tracks congregation financial support.
- Actively seeks financial support from those who have a relationship with the school
- Identifies, trains and cultivates volunteers.
- Seeks third source funds.

Requirements: To comply with the Americans with Disabilities Act of 1990 (ADA)

“F” for Frequently; “O” for Occasionally; “N” for Not at all.

Physical - On the job, the employee must:

(F)Bend (O)Sit (F)Squat (F)Stand (F)Walk (O)Climb (F)Push/Pull (F)Kneel (F) Handle objects (manual dexterity) (O)Reach above shoulder level (F)Use fine finger movements

Must carry/lift loads of: (F) Light (up to 25 lbs.) (F) Moderate (25-50 lbs.) (O) Heavy (over 50 lbs.)

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Mental - On the job, the employee must be able to: (F)Read/comprehend (F)Write (F)Perform Calculations (F)Communicate orally (F)Reason and Analyze

Environmental - On the job, the employee:
(N)Is exposed to excessive noise (N)Is around moving machinery (N)Is exposed to marked changes in temperature or humidity (N)Is exposed to dust, fumes, gasses, radiation, microwave (circle) (O)Drives motorized equipment (N)Works in confined quarters.

Special Conditions: Successful completion of a background check, including fingerprint clearance. Acceptable Statement of Health to include negative TB test results. Successful completion of mandated reporter and pesticide training certification. Signed agreement to comply with Employee Handbook, Code of Ethics, Technology/Social Media Policies. Participation in Lutheran church orientation.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____