

Immanuel Lutheran School

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Section:

JOB DESCRIPTIONS

Subject:

PRINCIPAL

Reports to:

Board of Christian Day School

Overview:

Immanuel Lutheran School (ILS) is a combined K-8 elementary/middle school that also includes a Pre-3 to Pre- 5 preschool. The Principal is the primary individual responsible for leading a successful educational program. The individual holding this position is also responsible for ensuring a trusting, safe and openly communicative environment among all the stakeholders. The Principal reports directly to the Board of Christian Day School (BCDS) and serves as a non-voting member of the BCDS. The Executive Council (EC) is the governing body of the congregation and the BCDS reports directly to the EC. They also work in concert with the Pastoral staff of Immanuel Lutheran Church to support the spiritual growth of children, staff and parents. This is a full-time position.

Essential Job Functions:

1. Implement the mission and vision of Immanuel Lutheran School through the creation, execution and evaluation of a strategic plan in partnership with key stakeholders.
2. Promote Excellence in Academics through:
 - a. Working to enhance faculty performance through the use of annual performance evaluations and review, establishing and supporting goals for continued growth and education.
 - b. Works with BCDS to develop, implement and facilitate professional development and workshops for staff.
 - c. Implementing the BCDS approved school's curriculum, materials, instructions and assessments, performing regular evaluations and working with the staff and BCDS to make improvements.
 - d. Mentor teachers directly or provide for mentoring opportunities as need to ensure curriculum and policies are understood and being followed.
 - e. Expected student outcomes (results of assessments) are evaluated and changes made to insure continual improvement.

3. Understands the accreditation, financial, legal, synodical and district requirements expected of the school and make sure these are being applied, audited, and maintained as necessary. Adhering to ILCS Policies and Procedures.
4. Works with the BCDS to set the school calendar for the school year.
5. Work in building supportive partnerships/relationships with other churches and schools in Loveland and the community at large through communicating the mission and vision of ILS.
6. Build vital relationships with school families through consistent communication and by being visible and available to stakeholders. Fosters collaboration among staff, families and students to support the mission of the school and encourages participation from all stakeholders in school programs and activities.
7. Work in partnership with the BCDS to develop and manage the school budget which includes
 - a. Understand all revenue and payable sources
 - b. Setting faculty and staff salaries
 - c. Defining tuition rates
 - d. Developing third party funding
8. Promote and help facilitate a healthy and safe physical and emotional school environment by:
 - a. Participation in hiring of all direct reports.
 - b. Working with BCDS to set teachers assignments for the year
 - c. Ensure that staff follow all policies established by the BCDS and comply with all state mandated laws and rules.
 - d. Where appropriate delegate responsibilities to the faculty, staff and volunteers
9. Facilitates and ensures ongoing, clear communication occurs between staff, faculty BCDS and EC.
10. Serves as a non-voting member of the BCDS.
11. Participates in open enrollment working with BCDS, EC and other stakeholders to best market the School in the community.
12. Handles student discipline issues in accordance to required policies.
13. Oversees parent teacher conferences.
14. Works directly with the Director of Early Childhood director. Supporting the Pre-school programs and budget and helping the Director implement programs to encourage matriculation into the ILS K-8 school program.

Required Spiritual Qualities:

Adhere to the tenets of a called LC-MS Synodically trained Minister of Religion.

Spiritual Leadership

Carry out Christ's Mission and partnering the ILS ministry with the pastor and the congregation to provide spiritual leadership for staff and school families.

- a. Is committed to Immanuel's marks of discipleship
- b. Can effortlessly communicate God's love to children and parents; a contagious spirit for a loving Jesus
- c. Be of the highest caliber of Christian leadership according to 1 Timothy 3:1-7

Academic and Administrative Leadership

1. Promote Excellence within Immanuel Lutheran School through:
 - a. Developing a strong, biblical based curriculum that will prepare the students to be leaders in their homes, churches, workplaces and communities.
 - b. Developing and implementing strong trusting relationships with all of the stakeholders of Immanuel Lutheran School.
 - c. Working to enhance faculty performance by implementing a program that encourages professional development in all areas of instruction.
 - d. Being committed to building strong trusting relationships with the faculty that will foster teamwork, risk taking and positive change management
2. Developing and implementing an effective quality system incorporating as needed and required:
 - a. Mandated State of Colorado standards
 - b. Standardized Assessments
 - c. Student Academic Achievement and Growth
 - d. Student Growth and Development
 - e. Professional Development
 - f. Interpretation of Data

Supervisory Relationship

1. The principal is accountable to the BCDS.
2. The principal will work in partnership with the pastor in accordance with congregational policy. The principal and pastor are accountable to the EC and the congregation regarding development and implementation of an effective total ministry.
3. The faculty is responsible to the principal for the fulfillment of responsibilities assigned in their job description and contract.

Strategic Plan/View/Expectations

School Vision, Mission and Strategic Goals: It is the intention of ILCS for the principal to:

- Works collaboratively with the BCDS, the EC and the Pastoral staff to develop the vision, mission, goals, values, resulting expectations of the school
- Works collaboratively with the BCDS, the EC and the Pastoral staff to determine the processes used to establish the vision, mission, goals and values into the curriculum and to facilitate their integration into the life of the school community.

Required Professional Qualities

- Masters Degree in Educational Administration or comparable experience in Education Administration
- Able to obtain an administrators license in the State of Colorado within two years.
- Preferred experience in leading and administering a school of 250 or more students with prior classroom experience

- Competent and knowledgeable in current software and hardware needs of students within the K-8 scholastic level.
- Capable of fostering a culture of trust, unity and support for others.
- Demonstrate executive management skills through professional growth. Areas of need:
 - Conflict Resolution
 - Process Management Skills

Required Personal Qualities

- Compassion for a deepening relationship with God
- Strong biblical family values
- Communicator
- Learner
- Enthusiastic and Energetic
- Adaptable

Position Duration: - The principal position is a full-time, twelve-month position, unless an exemption is granted by the BCDS.

Performance Review - An annual performance review of the principal will be conducted by the BCDS.

Remuneration - Salary and benefits are determined by the salary schedule of the congregation.