

## **Mission Lutheran Church and School Administrator Job Description**

At Mission Lutheran Church (MLC) and School, we are committed to educating, equipping, and preparing the whole child using God's Word, solid academic curriculum and relevant experiences for the purpose of continued education and Christian life.

In our 23 years of serving the families of Las Cruces, our NLSA accredited school has been dedicated to offering a solid academic program within a Christian environment. An emphasis is placed upon academic, spiritual, social, and physical growth as Christ is integrated across all subjects. We are blessed to have an excellent staff. Our staff members support each other, collaborate together, share an ownership of the entire school program, and genuinely support and love each other and their leadership. We encourage and support our teachers to engage in continuing education and professional development activities. Our church and school are integrated together to promote a strong relationship and mutual support between the them.

Mission Lutheran Church and School is currently looking for a full-time administrator who is passionate for the development of the whole child through a quality Christian education. The school aspires to increase its enrollment and expand its horizons and would like the administrator, along with the school board, church and staff to lead a vision for growth. The administrator should have exceptional communication skills as he/she builds and maintains relationships with students, parents, teachers, and the congregation. Expectations include:

- Pray for the program, staff, and children at Mission Lutheran School (MLS).
- Be current with all New Mexico state regulations regarding the licensing of the preschool and elementary school. An appropriate amount of time will be give to become knowledgeable of New Mexico rules and regulations if you are from outside NM.
- Be listed with the state of New Mexico as the administrator of MLS.
- Carry out the approved recruitment and enrollment policies.
- Assist with or conduct interviews of prospective staff members and make recommendations to the board.
- Together with the teachers, plan a curriculum that is age-appropriate, Christ-centered, faith integrated and meets the stated mission of MLS.
- Plan for equipping age-appropriate indoor and outdoor areas for children which reflect a Christian environment.
- Be responsible for the day to day operation of the program.
- Plan and implement a program for the spiritual and professional growth of the staff and provide for regular staff supervision and development.
- Keep attendance and tuition records.
- Evaluate the staff, teachers, programs, and policies at MLS annually.
- Supervise classroom schedules and the yearly calendar.
- Contact agencies and make referrals to parents of children with special needs.
- Encourage non-member families to attend MLS/MLC services and activities.
- Plan and implement a safety program which includes conducting fire drills, disaster drills and emergency drills.
- Work with Board of Trustees of Mission Lutheran Church to coordinate classroom, building, and equipment maintenance.
- Provide information to the MLS Board on the ongoing and future status of MLS.
- Represent MLS in congregational activities and in the community.
- Approve bills for payment, manage budget for MLS, and assist the church treasurer with preparation of an annual budget.
- Encourage a positive relationship between MLS and MLC.
- Perform routine clerical tasks to include management of the MLS data base.

- Be knowledgeable, functional and proficient with current Windows, Excel and Access programs.
- Answer phone and manage calls according to MLS policies.
- Communicate effectively with staff, parents, students and visitors.
- Maintain consistent and professional attendance, punctuality and adherence to all health, safety and MLS policies.
- Maintain student and other school records per MLC/MLS policies and as required by the State of New Mexico, LCMS and other governing agencies.
- Observe environment for security and take appropriate action when necessary.
- Collect, account for, secure, and ensure proper deposits of all MLS revenues.
- Maintain CPR/First Aid training annually.
- Perform all other duties as assigned.

**Qualifications:**

Administrative experience  
Masters degree in education (preferred)  
Minimum of 5 years education experience

**Annual Salary:** \$45,000-\$50,000 (variance allowed for additional experience, training, certifications, etc.)

**Offered Benefits:**

- Employer-provided comprehensive health insurance, survivor/disability insurance and retirement through Concordia Plans Services.