

# Immanuel Lutheran Church & School

## Job Description

**Preamble:** It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.

**Job Title:** Principal

**Reporting To:** Senior Pastor

**Status:** Exempt • Full-Time

**Salary:** According to Northern Illinois District guidelines; commensurate to experience and budget resources available

**Employment Term:** 12-months • Employment is at-will according to the Personnel Policy Manual

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### **Purpose of the Position**

The principal serves as a spiritual leader in the following areas: (1) Manager of the School, (2) Supervision of Instruction, Educational Programs, and Ministry, and (3) Administration. The principal fulfills these responsibilities in accordance with the school's mission and vision and in harmony with established policies. The principal works in close harmony with the pastoral staff, the Board of the Christian School, other congregational staff, and leadership to support church growth and development activities.

The principal is directly responsible to the congregation through the Board of the Christian School and the senior pastor. The principal works with the Board of the Christian School in developing plans and carrying out responsibilities.

The principal shall serve as the staff representative to the Board of the Christian School and attend Board of the Christian School meetings, communicating the Board's decisions to teachers, parents, and students. The principal also attends Voters' Assembly and other auxiliary meetings, as necessary.

The principal shall oversee the total spiritual and academic programs of Immanuel Lutheran School and shall supervise the faculty and other school personnel.

### **Academic / Professional Qualifications**

- A rostered member of the Lutheran Church Missouri Synod (LCMS).
- A master's degree in education or administration, a valid Illinois Professional Educator License (PEL) with active Principal Endorsement, or a valid grandfathered Type 75 administrator's certificate.
- Successful teaching experience at the elementary and/or middle school levels with administrative leadership in curriculum development, staff selection, development, and evaluation.
- Faithful in worship, Bible study, and participation in Immanuel Lutheran Church congregation life while leading a Christian lifestyle and showing interest in the entire ministry of the congregation.
- Outstanding communicator (both spoken and written) with the ability to relate enthusiastically with students' parents, congregation, and co-workers, thus establishing a positive school climate.
- Proven team leader, possessing sound decision-making and time-management skills as well as demonstrated experience in successful planning, implementation, and organization.
- A strategic planner possessing total parish awareness who can interpret school and church issues and address larger issues over and above simple administration.
- Strong skills in handling conflict so that issues with staff, students, parents, and teachers are surfaced, confronted, and resolved in a timely, effective, sensitive, and Christian manner.

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- Good steward with strong fiscal responsibility. Experienced in fundraising activities including grants.

### **Essential Duties & Responsibilities – Spiritual Leadership**

- Provide leadership for the school's spiritual climate through age-appropriate development of faith and life under the guidance of the Holy Spirit.
- Personal development in the area of spiritual growth, including regular study of the Word, participation in worship and sacraments, etc.
- Create and maintain a school environment which positively influences students to experience maximum growth spiritually, academically, physically, emotionally, and socially.
- Active participation in a collaborative effort with parents, teachers, staff, students, and other congregational staff and leadership in church growth and development activities.
- Provide leadership and spiritual care for the staff and encourage continued spiritual growth of the staff through Bible study, prayer, and attendance at worship.

### **Essential Duties & Responsibilities - Academic Excellence/Supervision of Instruction**

- Develop and supervise a plan of curriculum development that ensures quality in all teaching/learning activities of the school, systematically reviewing all areas of school curriculum on a scheduled basis.
- Ensure that National Lutheran School Accreditation and State of Illinois Recognition are current.
- Provide for evaluation of all students using various growth assessments.
- Ensure that students are meeting or exceeding academic achievement goals set by the principal and the Board of the Christian School.
- Ensure that classrooms have an academic atmosphere and provide an environment for teaching and learning to occur.
- Hold regular faculty meetings for dissemination of information and to encourage the coordination of curriculum from Early Childhood through Grade 8.
- Coordinate school programs and activities with church programs and ministries, representing the school in and out of the congregation.

### **Essential Duties & Responsibilities – Teacher Development**

- Carry out written performance appraisals of faculty to include review of lesson plans and annual auditing of teachers in the classroom.
- Encourage continued professional growth of the staff through continuing education, attendance at conferences, and in-service education.
- Determine need for and implementation of in-service development programs.

### **Essential Duties & Responsibilities - Administrative**

- Assist in development of policies adopted by the Board and the congregation and implement and administer those policies.
- Oversee the administration of the school office.
- Ensure that State of Illinois certification for all professional staff is current.
- Oversee a thorough orientation process for workers new to the school.
- Carry out communications to keep the constituent groups of the school community informed about the school.
- Develop and carry out a program of printed and personal communications for the constituent groups of the school community to involve them in the work of the school so as to enhance their goodwill, support, and confidence in it.
- Establish daily schedules for the staff and assign extracurricular activities as needed.
- Oversee maintenance of appropriate handbooks for the school.
- Oversee maintenance of school records (e.g., attendance of faculty and staff, students' grades, students' histories, athletic events, fire inspections, etc.).
- Oversee maintenance of records for compliance with regulatory bodies.

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- Assist the Board of the Christian School to recruit and hire qualified teachers, office personnel, and aides, as necessary.
- Oversee compliance with safety and building regulations.
- Oversee and be involved in all aspects of the supervision of school children, their grades, and records.
- Approve and oversee all admissions, transfers, demotions, and disciplinary actions, including suspensions and recommendations of expulsions of children from the school to the Board of the Christian School.
- Oversee the recruitment, admissions, and retention strategies of the school.
- Works with the public-school superintendent in carrying out busing, special education, and other cooperative programs.
- Meets regularly with the public-school superintendent and principals of other public schools.
- Oversee Early Childhood, Extended School Supervision, and Discovery Camp programs.
- Serve as adviser to the Parent-Teacher League of the school.
- Acknowledge individuals, organizations, and others for gifts and services provided to the school.
- Develop and maintain positive relationships with public-school administrators for coordination of schedules and programs, as well as other Lutheran school principals.

### **Essential Duties & Responsibilities - Financial**

- Assist in administration and preparation of the school budget with the Board of the Christian School and Board of Directors.
- Work with the Board of the Christian School to achieve the marketing goals of the church and school.
- Investigate alternative funding sources via grants, donations, etc.
- Coordinate and approve school fundraising events.
- Promote the Immanuel Lutheran School Education Foundation (ILSEF).

### **Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal office/classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal office/classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/office/classroom environment. Duties may be occasionally performed on field trips or at events away from school. The noise level in the work environment is usually moderate.