

# Grace Lutheran Church & School Job Description

## SCHOOL PRINCIPAL

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### General Job Description

In partnership with the School Committee, the Principal will lead in articulating the vision and operating plan for the school's success. The Principal provides spiritual, educational, and administrative leadership to the school and its programs. The Principal will inspire, lead, and direct all phases of the school's operations, including educational programs (PK-8), personnel matters (recruiting, hiring, coaching, rewarding, training, and retaining high performing staff), oversight of extended care, and, in conjunction with the teachers, curriculum. The Principal is also responsible to oversee support programs and ancillary functions necessary for a successful school, including financial planning. Fostering an overall culture of academic excellence that prepares students for future success is key, balanced within a caring, nurturing, and Christ-centered environment. The Principal will act in accordance with the policies established by the Board of Directors.

### Duties and Responsibilities

- Nurture, encourage, and empower a ministry of Christian servant leadership among teachers, staff, and students.
- Stay abreast of trends in education, school management, and best practices and apply them at Grace Lutheran School as appropriate. Utilize data from surveys and reports in making strategic and tactical decisions to improve school performance.
- Maintain National Lutheran School Accreditation and other accreditations appropriate for the school's mission and success.
- Ensure that religious education and weekly chapel are in accordance with the Unaltered Augsburg Confession.
- Work closely with teachers to identify curriculum needs, provide appropriate training to implement new curriculum, and lead in ongoing evaluation of all curriculum.
- Supervise teachers, staff, and volunteers and develop procedures that foster improvement.
- Support the teachers with student discipline issues and concerns.
- Perform routine classroom evaluations along with a regular performance appraisal system for all staff.
- Create a positive working and learning environment in consideration of both physical and emotional needs. Coordinate with the Facilities Director to ensure children, teacher, and staff safety.
- Lead by example in the importance of discernment, discretion, and confidentiality in the operation of the school.
- Oversee and direct the creation and maintenance of records, reports, and other administrative matters that meet student and family needs as well as satisfy the regulatory requirements of town, county, and state agencies responsible for oversight of school and related matters.
- Develop and administer guidelines and procedures promptly, fairly, and consistently, and ensure that handbooks and other guidelines are available for students, parents, and staff.
- Working with the School Committee, the Board of Directors' Finance Committee, and the Pastor, lead a process that produces an annual growth and financial plan for GLS that

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encompasses enrollment targets, staffing needs, and leads to positive financial results within the context of the entirety of Grace Lutheran Church and School's ministries.

- Lead in regular and ongoing management and analysis of GLS revenue and expense and take corrective actions to meet financial targets. Demonstrate fiscal responsibility in spending and ensure the timely collection of funds due to the school.
- Work with staff and volunteers to develop a fund-raising plan to help meet ancillary expenses.
- Liaison with the Parent Teacher League to ensure its support of all aspects of the GLS ministry.
- Commit to regular worship at Grace Lutheran Church to become known to both church and school communities.

### **Qualifications**

- A Commissioned Minister on the roster of the Lutheran Church--Missouri Synod.
- Profess a personal and mature commitment to faith in Jesus Christ and affirm the school's statement of faith and mission. Display a strong knowledge and understanding of Scripture.
- Ability to articulate a Christian philosophy of education consistent with Scripture and explain to potential students and their parents the value of a Christian education.
- Approachable with easy and effective interaction with teachers, staff, and the community while demonstrating sensitivity to their concerns and needs.
- Ability to be positive, courteous, professional, and tactful in dealing with parents, students, teachers, and staff in all situations.
- An enthusiastic and visionary leader who is a self-starter and an encourager of others.
- An active listener and able to respond appropriately to the counsel of others.
- Extensive and successful experience as a leader, manager, and administrator.
- Display effective oral and written communications.
- Demonstrate a commitment to gender and ethnic/national origin diversity at all levels in the workplace and within the student body and demonstrate cultural sensitivity and competency in dealing with diverse groups.
- Open to new ideas, initiatives, and concepts in education, and committed to professional development and training.
- Experience and success in fundraising for school programs.
- Possess credentials that are appropriate for leading the school and its teachers and staff in fulfillment of its educational mission. A master's degree in education administration or related is desired.

### **Hours/Status**

- This is a fulltime, 12-month exempt position with health and welfare benefits and paid time off provisions detailed in the GLC&S Human Resources Policies. The Principal is expected to attend and support after-school and related church activities.