



POSITION DESCRIPTION – SCHOOL ADMINISTRATOR

HOURS: Full Time, Exempt
SALARY: Based on experience
REPORTS TO: Senior Pastor

PURPOSE: To serve the church by developing, coordinating and administering an effective and comprehensive ministry to the congregation and providing leadership to and supervision of volunteers and staff involved in total ministry. Engage in team ministry cross-training to become prepared for future ministry responsibilities.

QUALIFICATIONS: Rostered minister in the LC-MS or in the process of becoming rostered. Holds, or has applied for, a valid Principal's certificate issued by the Missouri Department of Elementary and Secondary Education, or a valid national certificate. At least two years of administrative or supervisory experience in a Lutheran School.

RESPONSIBILITIES INCLUDE:

1. Supervise implementation of policies and regulations.
2. Supervise and evaluate school personnel according to policies, procedures and regulations approved by the Board.
3. Maintain a safe, clean learning environment; plan and supervise drills as part of the emergency procedures program.
4. Prepare, supervise, and maintain all required records, reports, lists and other paperwork required or appropriate to the school's administration.
5. Plan, organize, implement and supervise all school activities.
6. Prepare all recess, cafeteria, and daily class schedules. These schedules shall be presented to the teaching staff at the beginning of the school year.
7. Maintain student conduct and enforce discipline as necessary according to Board policy and due process of the student.
8. Assist in the development, revision and evaluation of the curriculum.
9. Conduct staff meetings as necessary for the development and implementation of our environment conducive for student learning and achievement.
10. Prepare and submit the school's budgetary needs and provide oversight of the expenditure of funds.
11. Demonstrate professional growth and development through membership and participation in professional organizations, attendance at professional meetings, etc.
12. Act as liaison between the school and its community – parents, church and community.