



POSITION DESCRIPTION—TIMOTHY LUTHERAN SCHOOL ADMINISTRATOR

HOURS: Full-time, Exempt
SALARY: Based on experience
REPORTS TO: Timothy Lutheran School Board

PURPOSE: In keeping with Timothy's vision of Transforming Lives through Christ in the Blue Springs region, this position will support Timothy's mission to Gather, Grow, Give, and Go at Timothy Lutheran Church and School and into the community. He/she will serve the church by developing, coordinating, and administering an effective and comprehensive school ministry to Timothy congregation.

QUALIFICATIONS:

- Rostered minister in the Lutheran Church-Missouri Synod 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
- Possess love of children in a Christ-centered environment

RESPONSIBILITIES:

- Supervise implementation of school ministry policies and regulations
- Supervise and evaluate school personnel according to policies, procedures, and regulations approved by the Board
- Maintain a safe, clean learning environment
- Plan and supervise drills as part of emergency procedures program
- Prepare, supervise, and maintain all required records, reports, lists, and other paperwork required or appropriate regarding administration of Timothy Lutheran School
- Oversee planning, organizing, implementing, and supervising of all school activities
- Prepare all daily class schedules, including recess and lunch, and present to teaching staff at beginning of school year
- Maintain student conduct and enforce discipline, as necessary, according to School Board Policy and due process of the student
- Assist in the development, revision, and evaluation of curriculum
- Conduct staff meetings, as necessary, for the development and implementation of an environment conducive for student learning and achievement
- Prepare and submit school ministry budgetary needs and provide oversight of expenditure of funds
- Demonstrate professional growth and development through membership and participation in professional organizations, attendance at professional meetings, etc.
- Engage in team ministry cross-training to prepare for possible future ministry responsibilities
- Serve as a liaison between Timothy Lutheran School Ministry and its community—parents, church, and community