

ILLINOIS LUTHERAN SCHOOLS, INC. (ILS)

Ministry Description

Elementary School Principal

Adopted: July 16, 2007

Revised: September 20, 2010; August 18, 2014; March 20, 2017

Qualifications:

1. The Elementary School (ES) Principal must be eligible for a Divine Call and have the recommendation of the President of the Southeastern Wisconsin District of the Wisconsin Evangelical Lutheran Synod.
2. He shall hold to and carry out his calling as outlined in 1 Timothy 3:10,12-13 and Titus 1:5-9, and in this position description.
3. He shall have membership in a Wisconsin Evangelical Lutheran Synod (WELS) congregation and be faithful in worship (Hebrews 10:19-25), in study of God's Word (2 Timothy 3:14-17), and in service to the congregation (Galatians 6:10).
4. He shall have the ability to provide leadership for the elementary school faculty, parents, and students and provide support to the ILS Superintendent.
5. He shall be a good communicator who possess warmth, understanding, and firmness in dealing with students, parents, faculty, and others connected with the school.
6. He shall hold (or be willing to earn) a master's degree in education administration or similar degree.
7. It is recommended that he have a minimum of five years administrative experience, preferably as a principal.

Accountability:

1. The ES Principal shall be accountable to the ILS Superintendent.
2. He shall serve as an advisory member on the Academic Committee of the ILS Board of Directors.
3. He shall work with the ILS Superintendent, and the ILS Board of Directors, in the discharge of his duties.

This position shall be reviewed by the ILS Superintendent in the regular policy review cycle and as the position needs to be filled.

Duties and Responsibilities:

The specific duties and responsibilities of the ES Principal include, but are not limited to the following:

1. He shall support and promote the mission and vision of Illinois Lutheran Schools, adhering to the beliefs of the Wisconsin Evangelical Lutheran Synod.
2. He shall be responsible for the direct supervision of the ES teaching staff for the purpose of improving instruction and maintaining a sound educational program. This responsibility shall include but not be limited to:
 - a. meeting with ES teachers on a regular basis
 - b. counseling ES teachers who have specific shortcomings in their teaching in an effort to help them improve their instruction and rapport with the students
 - c. designing and promoting staff development and in-service programs at the ES
 - d. assigning instructional and other duties to the ES teaching staff
 - e. making the ILS Superintendent aware of specific staff needs at the ES
 - f. arrange for ES substitute teachers as needed
 - g. preparing the agenda and chairing all ES Faculty meetings
 - h. prepare annual ES teacher evaluations (using Team ministry)
3. He, or his representative, shall attend all meetings of the Board of Directors and its Academic Committee. He may also be required to attend additional meetings as directed by the Superintendent.
4. He, or his representative, shall attend all meetings of the Delegate Assembly.
5. He shall be responsible for the day-to-day operations of the ES. This includes but is not limited to:
 - a. being responsible for coordinating the activities of all standing and ad hoc committees of the ES faculty
 - b. carrying out any applicable policies set by the Board of Directors
 - c. providing oversight for the proper facilitation of communication between administration, faculty, parents, and students
6. He shall supervise students, teachers, and other staff members. This responsibility shall include but not be limited to:
 - a. being responsible for elementary school discipline
 - b. being responsible for the decision on the dismissal of students at the ES in consultation with the Superintendent and Board of Directors as needed
 - c. being responsible for insuring the safety of everyone at the ES
7. He shall supervise as delegated by the ILS Superintendent all allocated support staff on the ES campus. The support staff shall include but not be limited to:

- a. receptionist
 - b. administrative assistant
 - c. academic paraprofessionals
 - d. building and janitorial maintenance
 - e. food service
 - f. volunteers
8. He shall work with the ILS Superintendent, JHS/HS Principal, Activities Director, and Dean of Academics in the preparation of the master calendar.
 9. He shall support and work with the Public Relations Director in his efforts at the ES.
 10. He shall meet with prospective students and parents enrolling at the ES.
 11. He shall be involved in the ES registration of students.
 12. He shall maintain a close working relationship with both Trinity and Zion churches.
 13. The daily teaching load for the Elementary School Principal shall not exceed more than 2 clock hours.
 14. The Elementary School Principal may not participate in any co-curricular activities at ILS in order to provide sufficient time and energy toward the duties and responsibilities of this position.
 15. The stipend associated with the duties and responsibilities of the Elementary School Principal is \$6,000 annually.