

# ILLINOIS LUTHERAN SCHOOLS, INC. (ILS)

## **Ministry Description ILS Superintendent**

Adopted: July 16, 2007

Revised: September 20, 2010; November 16, 2015; March 20, 2017

### Qualifications:

1. The Superintendent of Illinois Lutheran Schools (ILS), Inc. 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 ILS faculty, parents, and students and work cooperatively with the leadership of both Trinity and Zion Evangelical Lutheran Churches.
5. He shall be a good communicator who possesses warmth, understanding and firmness in dealing with faculty, students, parents, and others connected with the school.
6. He shall hold (or be willing to earn) a master's degree in education, preferably in educational administration.
7. It is recommended that he have a minimum of fifteen years experience in the Public Ministry and a minimum of ten years administrative experience, preferably as a principal or in the areas of development or recruitment at the high school level.

### Accountability:

1. The Superintendent shall be accountable to the ILS Board of Directors.
2. He shall serve as an advisory member on the Finance Committee, the Planning and Development Committee, and Facilities and Maintenance Committee of the ILS Board of Directors.
3. He shall work with the ILS Board of Directors, ILS Administration, the leadership of Trinity and Zion Evangelical Lutheran Churches, and the in the discharge of his duties.

This position shall be reviewed by the Board of Directors in the regular policy review cycle and as the position needs to be filled.

### Duties and Responsibilities:

The specific duties and responsibilities of the ILS Superintendent 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 Ev. Lutheran Synod.
2. He shall be the Chief Executive Officer of ILS, directly responsible for the management affairs of the school. This responsibility shall include but not be limited to:
  - a. meeting with ES and JHS/HS Principals on a regular basis
  - b. meeting with the Administrative Team (HS/Jr High Principal, ES Principal, Dean of Student Life, Dean of Spiritual Life, Dean of Academic Life, Activities Director, Technology Director, and Public Relations Director) monthly and individually as needed as well as directly supervising them
  - c. ensuring long-term stability and sufficient resources for school operations
  - d. coordinate annual fund drives and special fundraising events
  - e. provide leadership and oversight of business operations including development, alumnae, community relations, and enrollment
  - f. participates in leadership activities in the school, the congregations, and the community
  - g. works successfully with a diverse group of institutional stakeholders
  - h. making the Board of Directors aware of specific staff needs
  - i. participates in and coordinates joint ES/JHS/HS faculty meetings and in-service programs through the ES and JHS/HS Principals
  - j. prepare annual administrative evaluations with collaboration from ES and JHS/HS Principals
  - k. request call lists as needed
  - l. represent the school at meetings of the Southeastern Wisconsin District
  - m. responsible for the development, maintenance, and review of all policies of ILS
  - n. insure the implementation of all policies set or approved by the Board of Directors
3. He shall attend all meetings of the Board of Directors and with the Chairman prepare the agenda.
4. He shall attend all meetings of the Delegate Assembly and present all recommendations before the assembly with the support of the Board of Directors.
5. Meet regularly with the Chairman and attend meetings of any other board committee as needed.
6. He, in conjunction with the Board of Directors, shall be responsible for the long range planning of Illinois Lutheran Schools by:
  - a. being responsible for the development of the strategic vision (5 year)
  - b. ensuring that goals and objectives are prioritized and developed

- c. implementing the vision as approved by the Board of Directors
7. He shall supervise as delegated by the Board of Directors all support staff for Illinois Lutheran Schools. The support staff shall include but not be limited to:
  - a. administrative assistant
  - b. building and outdoor maintenance
  - c. volunteers
8. He, with assistance from the ES and JHS/HS Principal, shall work in conjunction with the Board of Directors (via the Facilities and Maintenance Committee) and the ILS Maintenance staff in managing the maintenance affairs of the school's buildings and property. This includes but is not limited to:
  - a. contract negotiation
  - b. staff supervision and review
  - c. building and outdoor maintenance
  - d. working with the churches in regard to adhering to the maintenance agreement
9. He shall work in conjunction with the Board of Directors (via the Treasurer and Finance Committee) and the ILS Financial Manager towards the preparation and management of the school's budget and fiscal affairs. This includes but is not limited to:
  - a. Staff salaries
  - b. Tuition rates
  - c. FACTS / tuition collection
  - d. Tuition Assistance
10. He shall oversee the coordination of the recruitment program for Illinois Lutheran Schools by regularly meeting with the Public Relations Director.
11. He shall represent the school for the Wisconsin Evangelical Lutheran Synod by:
  - a. Attending Southeastern Wisconsin District conferences and conventions
  - b. Attending the Synod convention
  - c. Preparing annual reports for the Wisconsin Evangelical Lutheran Synod
  - d. Request calls as needed
12. He shall maintain close working relationship with both Trinity and Zion Evangelical Lutheran Churches and include congregational reports as needed.
13. The teaching load for the ILS Superintendent shall be no more than one class per semester and approved by the Board.
14. The ILS Superintendent may not participate in any co-curricular activity 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 Superintendent is \$9,000 annually.