

ILLINOIS LUTHERAN SCHOOLS, INC. (ILS)

Ministry Description Junior High/High School Principal

Adopted: July 16, 2007

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

Qualifications:

1. The Junior High/High School (JHS/HS) Principal of Illinois Lutheran Schools, Inc. (ILS) 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 the 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 Junior High/High School faculty, parents, and students and provide support to the ILS Superintendent.
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 administration or a similar degree.
7. It is recommended that he have a minimum of ten years experience in the public ministry and a minimum of five years administrative experience, preferably as a principal.

Accountability:

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

This position shall be reviewed by the ILS Superintendent and in consultation with the ILS 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 JHS/HS 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 Ev. Lutheran Synod.
2. He shall be responsible for the oversight and continuing improvement of the curriculum through the ES Principal and the Dean of Academic Life to ensure that the curriculum transitions smoothly from ES to JHS to HS, and is able to be supported financially.
3. He shall be responsible for the direct supervision of the JHS/HS 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 JHS/HS teachers on a regular basis
 - b. counseling JHS/HS teachers who have specific shortcomings in their teaching in an effort to help them improve their instruction including accountability and continuing education
 - c. designing and promoting staff development and in-service programs at the JHS/HS
 - d. assigning instructional and other duties to the JHS/HS teaching staff
 - e. making the Superintendent aware of specific staff needs at the JHS/HS
 - f. arrange for JHS/HS substitute teachers as needed
 - g. leading all JHS/HS Faculty meetings
 - h. prepare regular JHS/HS teacher evaluations (using Team ministry)
5. 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.
6. He, or his representative, shall attend all meetings of the Delegate Assembly.
7. He shall be responsible for the day-to-day operations of the Junior High/High School. This includes but is not limited to:
 - a. being responsible for coordinating the activities of all standing and ad hoc committees of the JHS/HS Faculty
 - b. carrying out any applicable policies set by the Board of Directors
 - c. preparing the agenda and chairing all JHS/HS faculty meetings
 - d. overseeing all preparations for 8th grade and High School graduation

8. He shall supervise students, teachers, and other staff members. This responsibility shall include but not be limited to:

- a. being responsible for the decision on the dismissal of students at the JHS/HS upon recommendation from the Dean of Student Life and in consultation with the Superintendent, Dean of Spiritual Life, and Board of Directors as needed
- b. being responsible for insuring the safety of everyone at the JHS/HS

9. He shall supervise as delegated by the Superintendent all allocated support staff at the JH/HS campus. The support staff shall include but not be limited to:

- a. receptionist
- b. administrative assistant
- c. academic paraprofessionals
- d. food services
- e. maintenance and janitorial staff
- f. volunteers

10. He shall work with the Superintendent, ES Principal, Activities Director, and Dean of Academic Life in the preparation of the master Calendar.

11. He shall meet with prospective students and parents enrolling at the JHS/HS and be involved in the registration process.

12. He shall work with the state of Illinois (ISBE) and the Wisconsin Ev. Lutheran Synod (WELS) in preparing for any state and national accreditation.

13. He shall maintain a close working relationship with both Trinity and Zion churches.

14. The teaching load for the Junior High/High School Principal shall be no more than 2 classes per semester and approved by the Board.

15. The Junior High/High School Principal 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.

16. The stipend associated with the duties and responsibilities of the Junior High/High School Principal is \$6,000 annually.

17. He shall be responsible for the International Program by:

- a. Managing the enrollment and recruiting qualified candidates
- b. Filing all necessary paperwork for travel including visas, etc.
- c. Responsible for tuition management including housing costs
- d. Insuring the spiritual welfare of the students enrolled
- e. Managing staff associated with tutoring, field trips, teaching, housing, etc.
- f. The additional stipend associated with the duties and responsibilities for the management of the international program is \$2,000 annually.