

## **Job Description for Administrator - St. Paul's Lutheran School**

### **Basic Function(s):**

To assist in carrying out the mission of the school by serving as Administrator of the school by directing students in developing their God-given abilities so that they might glorify God.

### **Accountability:**

The Administrator is directly accountable to the Board of Education at St. Paul's Lutheran School, Latimer, Iowa.

### **Basic Function(s):**

1. Works in direct cooperation with the teachers, Board of Education, support staff of the school, as well as staff of St. Paul's Lutheran Church, Latimer, Iowa.
1. Works in service to students, parents, and guests to the board.

### **Qualifications:**

1. Models the Christian faith, understands the mission of the school and incorporates this in all he/she does as an administrator.
1. Possesses and exhibits a love for children and an understanding of how to teach and motivate them.
1. Holds a valid Iowa teaching license, or will obtain it within a reasonable time period.
1. Holds a valid Iowa administrative license, or will obtain it within a reasonable time period.
1. Holds a Lutheran teaching diploma, or will obtain a colloquy within a reasonable time period.

### **Duties:**

1. Takes charge of administration of the education of the children in all grades.
1. Sees to it that the children are all instructed and trained in the Word of God.
1. Sees to it that the children are also accorded a thorough Christian education and training in the common school disciplines.
1. Establishes and maintains Christian discipline in the school.
1. Serves as an example of Christian conduct at all times.
1. Endeavors to live and work in peace with fellow workers in church and school
1. Performs such duties as are in the best interest of Christian education.
1. Administers the policies as established by the Board of Education.
1. Performs Such other duties as may be assigned by the Board of Education.
10. Gives a report at each Board and council meeting and prepares agenda for the Board meeting.
11. Establishes a relationship of mutual interest and concern with the congregation.

12. Recommends policies on administration, organization, finance, curriculum, instructional school plan, personnel, and other functions that will assist the Board of Education in its duty of legislation of the school.
13. Serves in a public relations capacity:
  - a. In the congregation by appearance at Voter's Meetings and when and wherever advisable.
  - b. By preparing an annual report of the school.
  - c. With the community and with the public schools in the area, cooperating with them whenever possible.
  - d. By promoting the school in church bulletins, area newspapers, district supplement, and in any other way deemed advisable.
  - e. By revising the handbook, with assistance of the faculty, and by the publication of the school newsletter.
14. Handles building usage requests.
15. Conducts regular faculty meetings.
16. Ensures that personnel certified to "dispense medications" are on school grounds throughout the day.