

ST. JOHN'S LUTHERAN

School Administrator Ministry Description

Description: The School Administrator is responsible for providing leadership for St. John's Lutheran School. This includes three major areas of responsibility: school manager, director of educational programming, and leader of school climate.

Duties:

1. Model a lifestyle seeking to grow as a fully devoted disciple of Jesus Christ.
2. Champion family discipleship.
3. Work collaboratively with St. John's Management Team, overseen by the Senior Pastor, to comply with policies established by the congregation through the St. John's Leadership Board.
4. Lead St. John's School in educational excellence for students, parents, and her partners.
5. Communicate educational trends, policies, and structures within the larger church and public sector.
6. Work on behalf of the Senior Pastor in all matters regarding staffing: training, support, and supervision.
7. Oversee curriculum development and instruction.
8. Oversee all the activities of the school office: recruitment, admissions, financial systems, policies and procedures.
9. Ensures an exceptional school climate for maximizing student success: academics, spiritual life, discipline, and family connections.
10. Serve as St. John's School communication liaison for West Bend and surrounding communities.
11. Ensure the fulfillment of all state requirements for a school.
12. Function as one of St. John's liaisons with local, national, and international church partners as directed by the Senior Pastor.
13. Participate in other ministry assignments as communicated by the Senior Pastor.

Qualifications:

1. Professional educator; holding or working toward a Master's Degree in Educational Administration
2. Demonstrates a passion for St. John's Mission: "Connecting, Caring, and Sharing in Christ."
3. Forward thinking (Embracing the changes in the educational landscape)
4. Discipleship focused (Theologically rooted in Creedal Theology and vocational living)
5. Collaborative leadership (Engaging style within larger congregation)
6. Naturally relational (Relates well with many people groups- leads through relationships)
7. Commits to the statement of what it means to be a professional church worker at St. John's, to include adherence to the St. John's Leadership Covenant.
8. Is or will become a member of St. John's within six months of employment.
9. Is committed to work as an active team member and willing to accept accountability.

Reporting Relationship:

The School Administrator reports to the Senior Pastor and receives supervision, support, oversight, and evaluation from him.

January 2012