

ST. JAMES LUTHERAN CHURCH AND SCHOOL

Board of Elementary Education – Principal

Position: Principal

Accountable To: Board of Elementary Education

Purpose: The principal is the chief administrative officer of the school and is charged with the responsibility for the operation of the school. He is directly responsible to and shall operate the school according to the By-Laws, Policies and Procedures and philosophy formulated by the board of elementary education.

Duties and Responsibilities:

1. Model good Christian behavior
2. Prepare and model a positive school environment that supports learning
3. Oversee and evaluate the curriculum and programs with other professional staff. Also maintain a file of all curriculums for all grade levels within the school.
4. Make annual classroom observations and including an annual teachers' classroom performance review as outlined by teacher handbook.
5. Maintain teacher files including biographical data, correspondences, state certificates, transcripts of academic credits and licenses.
6. Oversee the schedules of the school and its faculty.
7. Represent the faculty at all Board of Elementary Education meetings.
8. Act as a liaison to the faculty and staff on Board action related to the school and faculty.
9. Administer and oversee the budget as approved by the board of elementary education.
10. Conduct faculty meetings regularly using planned and written agendas.
11. Provide orientation and assist in the completion of paperwork for all new and returning staff.
12. Coordinate fire and tornado drills for the school.
13. Maintain current handbooks including but not limited to Parent, Student and Faculty.
14. Coordinate health related visits and tests as required.
15. Responsible for the purchasing of all school material and equipment.
16. Oversee the operation of the hot lunch program and insure that it meets state requirement.
17. Maintain accurate student records according to the local, state and federal law.
18. Administer policies as set by the Board of Elementary Education.
19. Actively participate in District sponsored conferences and workshops, as well as attend principal meetings.
20. Oversee and actively participate in school functions and as needed delegate leaders.
21. Prepare chapel speakers, guest speakers and in-services.
22. Prepare annual school calendar and present it to the Board of Elementary Education for approval.
23. Complete various assigned tasks by the Board of Elementary Education.

Qualifications:

1. Be faithful in the use of the means of grace through regular attendance to worship.
2. Must be a member of St. James.
3. Be mindful of the importance of humility, reverence, and joy in service of the Lord and His Church.

Adoption Date: 4/19/16

Reviewed:

Revised:

Next Review Date: 4/19/17