

Head Administrator/Principal

Job Description

Spiritual Leadership

- Promote a campus environment where God's love in Christ is shared with students, teachers, staff, parents, alums, and all who participate in the school's community.
- Provide for and maintain the teaching of theology and the conduct of campus worship consistent with the Holy Scriptures and the teachings and practices of The Lutheran Church—Missouri-Synod.

Educational Leadership

- Maintain the integrity of the academic program.
- Identify potential teacher candidates and support teaching personnel hiring, retention, and out-counseling.
- Serve as a leader in curriculum development, revisions and improvement, and supervision of teachers and assigned staff.
- Keep abreast of current education research.

Administrative Leadership

- Supervise, assist, encourage, and support all faculty, staff, and the school student body members.
- Implement and enforce the policies and procedures as outlined in the Parent-Student Handbook
- Execute the policies of the school.
- Attend board meetings at the invitation of the Board of Directors and prepare reports as required.
- Make personnel appointments for various positions, including athletic director, department heads, administrative assistants, and other necessary and appropriate positions.
- Take responsibility for the physical condition of the building and campus.
- Schedule and hold regular administrative and faculty meetings.
- Communicate the ministry and mission of the school to parents, students, faculty, staff, and the community.
- Oversee the school's operation in a fiscally responsible manner, assist the business office in budget planning and implementation, and operate within the annual budget.
- Work with all administrative personnel and approve recommendations and decisions involving the school program's operation.

Qualifications

- Completion of a standard master's degree.
- Completion of a program in Education Administration approved by the Oklahoma Commission for Teacher Preparation, emphasizing curriculum, instruction, and building-level leadership skills.
- Completing the Principal Comprehensive Assessment (OSAT) with a passing score.
- Two (2) years of successful teaching experience in an accredited Oklahoma public or private school or by the proper accrediting authority of another state of the United States.

OR

Completion of a standard master's degree.

- Two (2) years of relevant work experience in a supervisory or administrative capacity.
- Completing the Principal Comprehensive Assessment (OSAT) with a passing score.
- Filing with the director of teacher education at an Oklahoma-accredited institution of higher education a plan for completing an alternative administrative preparation program within three (3) years. Relevant work experience and coursework may be considered and applied to complete the plan.

AND

- Enroll in the next available Pastor's Instruction Class if you are not a Lutheran Church Missouri Synod member.
- Knowledge of the licensing requirements for the Oklahoma Child Care Programs administered by the Oklahoma Department of Human Services (DHS).