

**Job Description**  
**Principal, Grace Lutheran School**



**Job Title** Principal, Grace Lutheran School

**FLSA Status** Exempt

**Position Summary** Serves as the executive administrator of the school and carries out the policies established by the Board of Elementary Education in the operation of the school. Reviews and suggests revisions and additions to school policies as appropriate. Provides leadership and supervision of the total school program.

Works as a team member with the pastors and teachers in developing and implementing an effective school ministry.

Demonstrates a love for the Lord and the display of a consistent godly life in his or her professional, personal and devotional life.

**Job Duties**  
*Managerial*

1. Develops and carries out a program of communications for the constituent groups of the school community to keep them informed about the school and involve them in the work so as to enhance their good will, support and confidence in it.
2. Establishes procedures for handling students, visitors, and teachers in the main office.
3. Maintains current records of students and staff.
4. Maintains school and office equipment.
5. Interviews all parents of prospective students, recruits and processes applications, and welcomes and acclimates new students.
6. Supervises school accounts and other accounts in the church budget as designated by the Church Council. Together with the Director of Administration and Finance implements procedures for handling the payment of school bills and other financial matters.

**Job Duties**  
*Administrative*

1. Develops and supervises a plan of curriculum development to assure that all teaching/learning activities of the school are designed to achieve the school's purposes and objectives in accordance with the school's philosophy.
2. Develops and manages a program for the supervision of

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- instruction to help teachers develop and improve their skills.
3. Provides for the planning and administration of in-service opportunities for professional and spiritual growth, to meet both individual and collective needs of the faculty and the school.
  4. Encourages teachers to continue their education by applying for funding through the Bea Johnson Memorial Fund.
  5. Encourages teachers to expand their vision by utilizing the Garber Memorial Fund.
  6. Reports to the Board of Trustees the maintenance needs of the buildings and grounds.
  7. Is responsible for the building and classroom decorum, extra-curricular activities, and special services available from public school districts.
  8. Oversees the health program and assures that all children are immunized in accordance with state requirements.

**Mental/Environmental/  
Physical Requirements**

*Mental:* In general, position can be stressful due to volume of work, deadlines and/or dealing with others on the job.

*Environmental:* In general, position involves pleasant working conditions, primarily in church and school environments.

*Physical:* Position is mostly sedentary in nature. Standing, walking, bending, lifting (approximately 15-30 lbs.) may be required in various amounts, however, depending on assignments. Average would be approximately 20-25% of the time. In all cases of physical requirements, appropriate reasonable accommodations will be considered, whenever possible, to allow the principal to accomplish identified essential functions in an alternative manner.

**Equipment/Machines  
Used**

Personal computer and familiarity with standard educational and business software.

**Reporting Relationships**

Reports to Senior Pastor and to Board of Elementary Education. Works closely with pastors and pastoral staff, school faculty and staff, and school families.

**Qualifications**

*Education:* Minimum master's degree in education.

*Related Experience:* Some experience in elementary education, preferably in a Lutheran school environment.

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**Job Knowledge/Skills  
Required**

Being inspired by the Holy Spirit to serve the Lord in this capacity, the candidate should also possess:

1. Strong commitment to Christian education in the Lutheran tradition.
2. Excellent leadership and management skills.
3. Strong interpersonal skills at all age levels.
4. Well-developed organizational skills and multi-tasking ability (can keep many projects in progress at once).

**School  
Mission/Philosophy  
Statement**

The principal serves as the executive administrator of the school, leading and supervising the operation of the school as we seek to fulfill our mission statement: **Our mission at Grace Lutheran Church and School is to bring in, build up, and send out disciples for Jesus Christ. Our school prepares children for a life of discipleship by helping them to grow in faith, knowledge, and character.**

Education at Grace Lutheran School is a shared effort between teachers, students, parents, and congregation. Together we seek a strong spiritual, academic, and moral foundation for our students, trusting in God’s promise in Proverbs 22:6: “Train children in the right way, and when old, they will not stray.”

Grace Lutheran School seeks to educate the whole student—mind, body and spirit—and to develop in students a lifelong love of learning. We strive to provide an intellectually challenging environment that is responsive to the needs of all students. We believe that learning occurs in the classroom and beyond—on the playground and playing field, in worship, in song and in service.

The principal is leader in both church and school. S/he works as a team member with the pastors, school faculty, and church staff, shepherding a school ministry of excellence. The team relationships are characterized by collegiality, caring, and cooperation in a common ministry for Christ, leading students to achieve the following goals:

**Faith Formation:** *Students will develop a relationship with God that leads to on-going spiritual growth and active involvement in the Christian community.*

**Academic Excellence:** *Students will engage in a challenging and enriching curriculum that meets or exceeds established learning standards.*

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**Character Development:** *Students will develop the moral integrity and sense of responsibility that guides a life of service to God and seeks justice in God's creation.*

**School Overview**

Grace Lutheran School is located in River Forest, twelve miles west of downtown Chicago, and currently enrolls approximately 240 students served by highly motivated teaching, support, and administrative staff. Grace offers a wide variety of academic, athletic, and extra-curricular programs that enrich a child's faith, academic performance, and character. Grace students come from a variety of racial, ethnic, economic, and religious backgrounds; about half of them are from member families of Grace Lutheran Church. Grace Lutheran Church is an independent Lutheran congregation with a vigorous ministry of word, sacrament, music, and service. Grace Lutheran School is a cornerstone ministry of the Church.

**Application**

Interested candidates should email a cover letter and resume to [principalsearch@graceriverforest.org](mailto:principalsearch@graceriverforest.org). Please put Principal Search in the subject line of the email. No phone calls please.