



EMMANUEL LUTHERAN SCHOOL

Grow in Christ

Enrich the Mind

Serve Others

Mission Statement

Emmanuel Lutheran School was established by the Church to provide a safe and nurturing environment where students and their families' lives are enriched through the sharing of the love of Jesus Christ. Through the partnership of school, home, and church, students are provided the highest quality Christian education through academic rigor, faith formation, and service toward others.

Job Description: Principal

Qualifications

- Hold a Bachelor's Degree or higher in Education
- Preferably hold a Master's Degree in Education and/or Administration
- Preferably hold a Lutheran Teacher's Diploma (Minister of Education)
- Have at least ten years classroom teaching experience
- Have at least two years administration experience
- Have, or is able to obtain, a Maryland State Teaching Certificate.
- Be Lutheran and attend a LCMS church, preferably, but not mandatorily, Emmanuel Lutheran Church.

Description

The Principal is expected to perform the duties such as described below (but not limited to) in a professional and ethical manner at all times, pursuant to the employee handbook.

Core Responsibilities

Educational Leadership:

- Ensure curriculum, instruction, and assessment align with Emmanuel's mission and high academic standards.
- Collaborate, support, and supervise teachers through regular classroom visits, coaching, and professional development.
- Maintain programs that nurture the whole child – academically, socially, emotionally, and physically.
- Oversee extracurricular offerings
- Lead evaluation and school improvement processes.

Faith and Community Leadership

- Keep Christ the center of Emmanuel Lutheran School.
- Promote Christian values and model faith-centered leadership.
- Work with the Pastor and staff to incorporate a meaningful and student-centered chapel worship service each week.
- Partner with the Pastor to integrate faith development throughout school life.
- Build strong relationships with students and families.

Administrative Leadership

- Oversee school operations, scheduling, facilities, safety, and compliance with city/state regulations.
- Complete all paperwork for Non-Public Schools approved in Maryland State as required by given deadlines.
- Assist new employees with initial paperwork following State and Federal requirements. Renew paperwork for current staff as required by State and Federal requirements.
- Manage the school budget, financial procedures – such as tuition, in partnership with the Council and Church Comptroller and Treasurer.
- Collaborate with Council in the hiring of new staff.
- Ensure accurate record keeping (student data, attendance, assessments, state and federal reporting).
- Assist in creation and implementation of recruitment efforts to retain students and increase enrollment through admissions, outreach, marketing, and public relations.
- Attend Council and Voters' meetings, providing written reports as requested.

