

**Principal of K-8 Lutheran School/Supervisor of Preschool
Immanuel Lutheran Church
Crystal Lake, IL
Application Deadline: September 28th, 2018
Start Date: July 1st, 2019**

Immanuel Lutheran Church exists for the purpose of touching hearts with the love of God so that He might transform the Crystal Lake and surrounding community into a place where Jesus Christ comes first.

This mission will be accomplished primarily through the implementation of the following strategies:

- Develop an exceptional Christian day school that emphasizes the formation of future community leaders through a Christ-centered education, strong academics and family involvement.
- Reach out first to those “who aren’t here yet” so they might become connected with Christ.
- Connect people with Christ, His Church and His People through compelling worship, warm hospitality, consistent follow-up and the opportunity to make lasting friendships.
- Disciple maturing believers through mentoring, small groups, encouragement, and leadership development so they can experience the joy of service in God’s kingdom.
- Send out mature believers into the community to connect with and care for the needs of the people in the community, and especially those who are unchurched or unbelievers.

The successful candidate will be a key leader of the Church, reporting to the Senior Pastor. They will be expected to work closely with other key leaders to implement the vision and mission of Immanuel to “touch hearts and transform lives” so that Jesus Christ comes first.

Immanuel Lutheran School is a Christian Day school that has been in the community of Crystal Lake since 1906. Our new state of the art facility, built in 2009, offers a full science lab, computer lab, library, gym, music room, and spacious classrooms with interactive whiteboards. We offer a preschool program as well as full day kindergarten through eighth grade

Key Objectives

1. Increase attendance of the school through networking and marketing with church families, community churches and the community in general.
2. Excellent communication with the Senior Pastor, staff members and school families.
3. Develop a parental advisory council with school families and teacher representatives for upper and lower grades. The groups will be created for feedback on new initiatives or key issues as warranted.
4. Continue to develop and evolve a market leading education that will attract families from pre K through 8th grade.
5. Leading and developing staff to get the most potential from each person individually as well as collectively as a group. Creative problem solving to handle wide range of class size and student needs.

Primary Responsibilities

Our next great principal will be able to:

1. Oversee the design and implementation of educational activities and procedures to support the policies of the school.
2. Provide instructional leadership of curriculum development, ensuring curricula is kept up to date.
3. Facilitate departmental leadership amongst the teachers.
4. Create and implement a plan to profitably grow the student population.
5. Supervises all School and Extended Care faculty and staff, including annual performance evaluations. Delegates administration, supervisory responsibilities, and operations of the Extended Care, including hiring and terminations as appropriate.
6. Supervise all organizations serving the school such as Parents, Teachers, special fund-raising events, etc.
7. Hire and terminate all called, non-called and contracted school staff.
8. Coordinate with Business Manager for supervision of janitorial or maintenance staff for School and Extended Care responsibilities.
9. Prepare and manage a balanced budget for School and Extended Care ministries.
10. Select curricula for the School
11. Implement and maintain school policy manual
12. Determine and communicate the school calendar and events

Assessment, Supervision and Management

1. This candidate should demonstrate strong faith in Christ and desire to share the message within school and community.
2. Actively involved in a Christian church, preferably Lutheran, and is expected to become an active member of Immanuel Lutheran Church-Crystal Lake.

3. This position requires exceptional communication, organizational skills, conflict resolution, and problem solving.
4. This candidate should possess the following attributes: compassion, kindness, respectfulness, positive attitude, motivation, and sense of humor. Our next great principal should be known as a dynamic speaker, humble servant, people person, and team builder.
5. Minimum 2 years as a principal or equivalent (e.g. -other leadership roles).
6. Experience integrating technology in the classroom.
7. Budgeting and school finance management experience.

JOB REQUIREMENTS

Application Materials

1. Principal Endorsement
2. Copies of any other credentials currently held
3. Resume
4. Letter of interest
5. Three professional references (name, phone # and relationship)
6. Letter of reference from a pastor
7. Faith Statements
8. Copies of transcripts
9. Completed Job Application

Application Procedure

Apply via email to:

employment@immanuelcl.org

-or-

Apply via mail addressed to:

Principal Call Committee

Attention: Julie Kearley

300 S. Pathway Ct.

Crystal Lake, IL 60014

Any questions may be directed to:

Julie Kearley, Office Manager

Telephone: 815-459-1441

Find out more about Immanuel Lutheran Church and School at: www.immanuelcl.org