



# ISJ Academy

*Developing Christ-centered students and families for life and eternity*

## JOINT BOARD OF EDUCATION

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### HANDBOOK 2015 - 2016



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## SECTION I: PHILOSOPHY

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Immanuel-St. James Lutheran School (ISJ Academy) under the guidance of the Holy Scriptures and the doctrinal confessions of the Lutheran Church-Missouri Synod, is dedicated to continuing the day school ministry sponsored by our two congregations.

Founded on the principle that all knowledge begins in reverence to the Lord, and in keeping with the realization that we are saved to serve in His Kingdom, ISJ seeks to develop the talents and abilities of its students with a quality education while nurturing their faith and willingness to lead others into the family of Christ.

## SECTION II: MISSION STATEMENT

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Developing Christ-centered students and families for life and eternity.

## SECTION III: GOALS OF THE BOARD

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- Support the administration and ministry of the school.
- Oversee the financial functions of the school.
- Set policy for the school in accordance with the Lutheran Church Missouri Synod and State of Michigan regulations.

## SECTION IV: CONSTITUTION

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### For the Government and Operation of Immanuel – St. James Lutheran School

#### A. Preamble

Mindful of God's will that children be taught His Word diligently in the home and church (Deut. 6:4-9) and firmly believing that an inter-parish school will help our congregations carry out their child-training responsibilities in a God-pleasing manner, we the undersigned have established the Immanuel-St. James Lutheran School and join in the adoption of the following constitution and bylaws for its government.

**B. Purpose**

The purpose in the establishment of the Immanuel-St. James Lutheran School is to teach the Word of God according to the teachings and practices of the Lutheran Church – Missouri Synod, and to teach secular subjects in accordance with the requirements of the State Board of Education, under the Laws of the State of Michigan.

**C. Authority**

1. The authority of the congregations, acting jointly in the operation of the Immanuel-St. James Lutheran School, shall be the same as that exercised ordinarily by individual congregations in their Christian day school endeavors.
2. The congregations herewith establish a Joint Board of Education as their administrative agent, to direct and conduct the affairs of the school as defined in this Constitution and Bylaws.

**D. Organization of the Inter-Parish School Board**

The Joint Board of Education, hereinafter call the Board, shall consist of five (5) elected lay members from each participating congregation. The Principal, Assistant Principal, Director of Early Childhood Education, and Pastors from supporting congregations shall be advisory members of the Board representing educational standards. The method, manner, and selection of Board members will be left to the discretion of each congregation.

**E. Teachers**

The Board shall recommend the “calling” of teachers from an approved list. The power of “calling” teachers lies with the congregation.

**F. Removal of Board Members and Teachers**

Any Board member or teacher of the school shall be removed from office, in accordance with Christian practice, if any one of the following occurs: he/she persists in false doctrine, unchristian life, or unfaithfulness in duty; or if he/she is deemed incompetent to meet the requirements of his/her office - by the electing congregation, in the case of Board members, or by the Board, in the case of any teacher.

**G. Support and Maintenance**

Participating congregations shall contribute financial support as provided in the Bylaws.

**H. Participating Congregations**

Any congregation of the Lutheran Church Missouri-Synod may join in the operation of the school by subscribing to this Constitution and Bylaws and contributing to the operating and maintenance costs according to Section G, and

to assume their equitable share of capital expenses. Such participation by a sister congregation shall be subject to the approval of the Board.

**I. Duties of Participating Congregations**

1. Each participating congregation pledges itself to encourage the parents in its midst to enroll their children of school age in the school.
2. Each participating congregation shall be responsible for the regular attendance of its elected Board members at the meetings of the Board.
3. Each participating congregation shall contribute to the support of the school per Section G.
4. It is hereby agreed that upon the event of the Board's written request of assistance from the churches, be it informational or otherwise, failure to respond to the Board in a timely manner shall be adequate justification for the Board to assume sole action on the matter. An appropriate amount of time for reply shall be thirty (30) days unless in cases of emergency where the time restriction shall be so stated.

**J. Amendment**

This constitution may be amended by approval of a two-thirds majority of each congregation's representatives on the Board. Such amendment shall become effective at the next meeting following the ratification.

**K. Dissolution**

1. Congregations intending to withdraw shall give official written notice of intention one year in advance.
2. A withdrawing congregation shall make a just and equitable settlement of its obligations to Immanuel-St. James Lutheran School.
3. Should Immanuel-St. James Lutheran School be dissolved and discontinue operation, its property and financial assets shall be apportioned as decided by the Board.

**L. Adoption**

1. Adoption of this policy book shall be effective immediately upon presentation to each congregation, per approval previously granted in the June 28, 1971 Joint Voters' Meeting.
2. This document was amended by the Board on November 17, 2015.

## SECTION V: BYLAWS

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**A. Term of Board Membership**

The term of lay member, Board membership shall be determined by individual participating congregations. It is intended that a term shall be on a cyclical basis for two (2) years and shall overlap providing for continuity of board policy.

**B. Officers**

At its June meeting, or as soon as possible thereafter, the Board shall elect, by ballot from among its members, a Chairperson, Vice Chairperson, Secretary, Treasurer, and such other officers as may be necessary for the operation of the school. The duties of respective officers shall be set forth in the policies.

**C. Term of Board Officers**

The term of Board officers shall be two years, and continue in that position if elected by the board. Elections shall be held in June each year for open positions.

**D. Rules of Order**

In the meetings of the Board, all questions or order shall be decided in accordance with Robert's Rules of Order unless such rules are contrary to the Constitution.

**E. Committees of the Board**

1. The Board may, by resolution, designate committees which may exercise the powers of the Board in the management of the business and affairs of the school. The committees shall keep regular minutes of their proceedings and report same to the Board when required. Committee chairpersons may make emergency decisions and take the necessary action required, (actions that are usually conducted during Board meetings) providing two-thirds of the Board members have been contacted (a representation from all participating churches) and are in full agreement of such action. In such cases, a full report shall be given at the next Board meeting.
2. Subcommittees. Subcommittees may be formed to study issues dealt with by the Board.

**F. Meetings**

1. Regular Meetings. Regular meetings of the Board shall be held monthly at a place and time to be determined by the Board. This should be a regular, established time.

2. Special Meetings. Special meetings of the Board may be called by the Chairperson or Vice Chairperson on adequate notice to each member. Also, special meetings may be called on the written request of two members of the Board.
- G. Quorum**  
At all meetings of the Board, two-thirds members present shall constitute a quorum for the transaction of business.
- H. Minutes**  
Minutes of the proceedings of Board meetings may be available upon request for reporting regularly to the Voter's Assemblies of participating congregations.
- I. Voting Procedures**  
The voting procedure to pass issues dealt with by the Board shall be brought forth by a motion, seconded and then voted upon. The majority rules and the Chairperson shall not vote except in the occurrence of a tie, in which case the Chairperson breaks the tie.
- J. Budget**  
The annual budget, prepared by the Board, shall set forth to the best of their knowledge, all of the financial requirements.
- K. Tuition**  
Tuition and the mode of payment from sister congregations and others who do not come from participating congregations, shall be paid directly to the school.
- L. Amendment**  
These Bylaws may be amended by approval of a two-thirds majority of the Board. Such amendments shall become effective at the next meeting following the ratification.
- M. Qualifications and Responsibilities of Board Members**  
Board members shall:
1. Possess experience and demonstrate leadership in the congregation and/or school.
  2. Regularly attend Board meetings and properly represent the interests of the school to their respective congregations.
  3. Report back to their respective congregations a status report on the school's activities through a Board representative.

4. Act as a representative for the Board in individual church's Voter's Assembly meetings.
5. Regularly attend church and maintain membership in on of the participating congregations in good standing.
6. Perform their role in a professional manner, dealing with sensitive matters in utmost confidentiality.
7. Work with the Principal in carrying out their functions.
8. Listen and be sensitive to the needs of others.
9. Study the agenda and reports before each Board meeting.
10. Carry out their responsibilities on actions of the Board following meetings in which responsibilities have been delegated.
11. Maintain current policy books given to Board members and be responsible for relinquishing such information when their term has been completed.
12. In order for Board members to remain as objective and neutral as possible in the overseeing of the operation of the total school program, no member shall be a paid faculty of the school. Board members may be the recipient of tuition assistance (i.e., grants, work programs, etc.), however, such assignment should not be one which could be construed to be a staff employee.
13. In the event of a conflict of interest, board member/s shall recuse themselves from discussion and voting on that particular item



## SECTION VI: PRESCHOOL RESOLUTION

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WHEREAS, the Immanuel-St. James Lutheran Preschool was not originally an educational ministry of Immanuel-St. James Lutheran School and,

WHEREAS, the operation of the Preschool for the past years has been assumed by the Joint Board of Education of Immanuel-St. James Lutheran School without true jurisdiction, and

WHEREAS, the Preschool has served our broad community and developed into a strong feeder to our school growth and provided proven and potential growth of the Immanuel and St. James congregations; therefore,

BE IT RESOLVED: that the Immanuel-St. James Lutheran Preschool be fully incorporated into the Immanuel-St. James Lutheran School and will be governed by the Constitution and Bylaws of the school and all policies and operating procedures established by its Joint Board of Education.

## SECTION VII: FUNCTIONS AND RESPONSIBILITIES OF BOARD MEMBERS

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### A. Functions

Board members will strive to be and become:

1. Enablers of the school's mission and purpose and will seek to help all students, parents, teachers and staff, and congregation members experience fulfillment in their relationship to the school.
2. Advocates of the school and its ministry, promoting a positive focus on the progress and accomplishments achieved.
3. Agents of the congregation, seeking always to link the school with the congregation and its ministry by promoting open communication and involvement.
4. Managers of the school's ministry, recognizing that good management and responsible decision making require gathering adequate information, following democratic processes and dealing forthrightly with vested interests.
5. Models of Christian faith and life by edifying and upholding one another and all members of the school family.

### B. Responsibilities

1. Determine that the school's purpose is in harmony with his/her congregation's mission and purpose.
2. Provide an educational program that fulfills the school's purpose and meets state requirements.
3. Develop school policies, in accord with congregational policies and procedures and according to legal requirements that will guide and direct the Principal in the daily management and operations of the school.
4. Prepare and annually review the Principal's job description.
5. Work with, support and supervise the school Principal, who is the school's executive administrator and who is responsible for, under the Board, the daily management of all aspects of the school's operation. When a vacancy occurs in the Principal's office, the board will be responsible for, the calling or engaging of a new Principal.

6. Be responsible, according to his/her congregational policy and procedure, for providing for the calling or engaging, supervising and supporting the Principal, faculty and staff to ensure excellence in education, Lutheran distinctiveness, and achieving the school's stated purpose.
7. Be responsible, according to provisions of his/her congregation, for the funding and financial management of the school.
8. Prepare and present regular school reports and plans for the school's future to the council/executive committees of participating congregations along with appropriate recommendations.
9. Provide for the promotion of the school and help keep its focus related to the congregations' mission.
10. Carry out such other responsibilities and tasks as may be assigned to the board by his/her congregation(s).
11. The Executive Board members have the authority to approve and sign necessary checks for payroll and to pay approved bills.

## **SECTION VIII: ORDER OF BOARD MEETINGS**

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**A. Meeting Times**

The Board will meet once per month at the scheduled time and place. Attendance is expected by all Board members.

**B. Agenda**

1. The Chairperson, with the assistance of the school Principal, will make up the agenda using a master outline as a guideline.
2. All Board members will have subjects of discussion to the Chairperson or Principal no later than 48 hours before the starting time of the meeting.

**C. Order of Meetings**

1. The order of the meeting will follow Roberts Rule of Order.
2. After review of the present agenda, the Chairperson will determine if a member would like anything added or deleted from the projected meeting.
3. The Board members are asked to make reports to the full board. Reports are to be accurate, brief, and factual and will have a written outline or report to aid the Board secretary and other Board members, if possible. At this time, should any action have been taken outside the regular Board meetings via individual Board committees, a written and oral report must be submitted to inform all Board members of the action. Matters pertaining to reports will be dealt with under old or new business, whichever is appropriate.
4. After all reports are given, the meeting will deal with old business, new business, special projects, if any, comments and the closing prayer.

**D. Notice of Board Meetings**

Notice of all Board meetings will be given to the churches to be posted in the church bulletin/newsletter and to the parents of ISJ through the school newsletter, except in the case of an emergency situation. People who wish to address the Board should contact the school office or Board Chair at least five (5) days prior to the scheduled meeting to enable appropriate time to be placed on the agenda.

**E. Master Outline Agenda**

1. Call to Order
2. Opening Devotion and Prayer
3. Note those present and not present
4. Approval of Minutes

5. Special Guests
6. Pastor's Report
7. Preschool and ECC Reports as needed
8. PTL Report as needed
9. Principal's Report

Closed Session:

10. Financial Reports (combines Treasurer, and 3<sup>rd</sup> Source)
11. Old Business
12. New Business
13. Call for Adjournment
14. Closing Prayer

## SECTION IX: BOARD MEMBERS' JOB DESCRIPTIONS

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### A. Chairperson

The Chairperson shall:

1. Preside at all meetings of the Board and shall perform the duties generally incumbent upon his/her office.
2. Follow Robert's Rules of Order in conducting Board meetings.
3. Serve as a non-voting member of the Board except in cases of a tie vote.
4. Ensure that reports are given in a swift and precise fashion, allowing the meeting to progress in an efficient, business-like manner.
5. Assume a leadership role in the school and on the Joint Board, promoting a sense of unity and Christian spirit.
6. Support the Principal in his/her operation of the school.
7. Receive agenda items before each board meeting and compile the agenda with the assistance of the Principal.
8. Ensure that all agenda items receive adequate hearing.
9. Ensure that adequate information has been gathered to enable the Board to make responsible decisions.
10. Ensure that all Board members have equal opportunity to participate by sharing their views.
11. Form special committees to fulfill various needs of the Joint Board. In so doing, volunteers will be sought first, however, if there are no volunteers, the Chairperson may then designate such responsibilities to designated members.
12. Ensure all committee actions are followed through.
13. Deal directly with the Treasurer in keeping abreast of the school budget on an ongoing basis.
14. Sign checks for the school as needed.
15. Participate in school graduations and closing ceremony.

**B. Vice Chairperson**

The Vice Chairperson shall:

1. Perform the duties of the Chairperson in the Chair's absence.
2. Be able to represent the Chairperson when called upon to do so.
3. Initiate the evaluation process for the Principal on a yearly basis.

**C. Secretary**

The Secretary shall:

1. Keep minutes of the Board meetings and supply a copy to each member of the Board. He/she shall also keep minutes of any joint meetings of participating congregations. A copy of all minutes shall be furnished to the Chairperson, Secretary and Pastor of each congregation.
2. Handle correspondence as directed by the Board.
3. Maintain essential files and records for the Board.
4. Distribute materials handed out at Board meetings to any member not in attendance.
5. Keep a current list of tabled or open business items to be certain action is taken at a future time.

**D. Treasurer**

The Treasurer shall:

1. Give a financial report to the Board at each meeting.
2. Be knowledgeable of the sources and supervision of methods or agents used to obtain funds.
3. Attend all budget meetings pertaining to the school.
4. Research and give direction to the Board regarding investment plans for the school's accounts.
5. Take charge of opening and closing accounts, with the assistance of the School Accountant, including keeping signature cards up-to-date.
6. Be available for consulting with School Accountant on financial matters and reporting.

## SECTION X: PERSONNEL POLICIES

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### A. **Principal**

#### 1. **Procedure for Hiring A Principal**

- a. When a vacancy of the Principal occurs, it is the responsibility of the Board to fill that vacancy. All applicants for the position will submit their personal and professional data to the Board for consideration. This information should include but not be limited to: official transcripts, credentials, a resume (including personal qualifications), philosophy and experience. The names and addresses of at least three (3) professional references, including last employer, are required.
- b. After screening, the applicants will be called before the hiring committee of the Board for interviewing. The Board will vote on the recommendations of the hiring committee.
- c. The Joint Board of Education will issue a contract/call to the candidate.

#### 2. **Appointment**

The Board shall be responsible for employing the school Principal.

#### 3. **Term of Contract/Agreement**

- a. The term of administrative responsibility for the Principal should be clearly set forth in a written agreement between the Principal and the Board. The job description of the principal is included in the appendix.
- b. As time for renegotiation approaches, notice should be given by either the Principal or Board if the agreement will not be renewed. This notice should be given by March 1.

### B. **Assistant Principal**

#### 1. **Procedure for Hiring An Assistant Principal**

- a. When a vacancy of the Assistant Principal occurs, it is the responsibility of the Principal and the Board to fill that vacancy. The Principal will recruit applicants for the position. Those applicants will submit their personal and professional data to the Board for consideration. This information should include but not be limited to: official transcripts, credentials, a resume (including personal qualifications), philosophy and experience. The names and



addresses of at least three (3) professional references, including last employer, are required.

- b. After screening, the applicants will be called before the hiring committee of the Board for interviewing. The Board will vote on the recommendations of the hiring committee.
- c. The Board will issue a contract/call to the candidate
- d. The position of Assistant Principal will be considered a part-time position. The Assistant Principal will teach a full schedule of classes.

C. **Recruitment, Selection, Assignment and Release of Teachers**

- 1. The recruitment of teachers is the responsibility of the Principal, as professional administrator of the school. The Principal will select a list of candidates to be interviewed by the committee of the Board. The Board will act on the recommendations of the committee.
- 2. The purpose of Immanuel-St. James Lutheran School is to create a Christian educational environment, enhanced by the shared faith of administrators, teachers, students and parents. Teachers employed by the school will have a knowledge and respect for the Lutheran Church and a commitment to Christian living. The practice of the Board is to give preference to teacher candidates in the following manner:
  - a. Teachers trained in our Missouri-Synod Lutheran Colleges;
  - b. Lutherans – Missouri-Synod;
  - c. Other Christians. The Joint Board reserves the option to hire on an emergency basis for a period of one year (with review at annual contract renewal). This teacher must attend the first available Information Class to become familiar with the Lutheran Church, Missouri-Synod teachings and beliefs.
- 3. The Principal will be responsible for the assignment of all teachers to their teaching positions, to best utilize their talents and abilities and in conjunction with the enrollment of students each year.
- 4. The Principal will be responsible for recommending the release of teachers. The Board will act on these recommendations.

5. If it becomes necessary to lay-off teachers, the Board will adhere to the Reduction In Force Policy. Exceptions to this procedure will have to be by justified cause.

D. Teacher Aides

Teacher aides, classroom assistants, secretaries to instructional personnel or other para-professional personnel legally employed as non-instructional personnel need not be certified as teachers.

E. Student Teachers

Students enrolled for directed teaching (student teaching) credit at approved teacher education institutions need not hold teaching certificates. They must be certified by the assigning teacher education institution to the State Board of Education as enrolled for directed teaching, and such certification shall include the initial and final dates of such assignment and the name of the school to which the student is assigned.

F. Secretarial/Clerical Staff

In order to free the Principal for administrative duties, clerical assistance will be employed on either a full or part-time basis.

The specific duties of the secretary are determined by the Principal and addressed in the job description.

Secretaries will sign a contract offered to them by the Principal, spelling out the terms of their employment.

G. Custodial and Maintenance Staff

The custodial and maintenance service to Immanuel-St. James Lutheran School shall be provided by St. James Lutheran Church. The church is responsible to ensure that the school building are maintained in a safe, clean and attractive condition.

## SECTION XI: BOARD POLICIES

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A. Accreditation

Immanuel-St. James Lutheran School was incorporated in 1973 and is fully approved by the Michigan Department of Education and Preschool Department of Social Service – Child Care Division.

In addition to this, in 2003 the school received its National Lutheran School Accreditation, and will continue to maintain this accreditation through the recommended process/procedure.

B. Liability Insurance

Immanuel-St. James Lutheran School will carry liability insurance through a reliable carrier. This will protect the school from suit, and will protect the child and parents against expense from accidents occurring on school premises.

C. Budget Planning

The annual budget will be based on the reasonable needs of the school in relation to the total financial ability of the churches to support its educational programs.

In forming the school budget, all expenditures shall be considered in relationship to the total school program.

Requests for expensive equipment and major repair of equipment will be submitted with the annual budget requests, except in cases of emergency.

## SECTION XII: ADMINISTRATIVE POLICIES

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A. School Calendar

A school calendar shall be prepared by the Principal.

The school calendar should generally be coordinated with that of the Grand Rapids Public Schools to facilitate student transportation. Immanuel-St. James students ride the public school buses to and from school and some school families have children in both the public and non-public school systems.

Immanuel-St. James School reserves to right to begin school prior to Labor Day if the Principal deems necessary.

B. Days of Instruction

There are no state requirements for the number of days and hours for non-public schools. However, the M-A-N-S Board and MNSAA have accepted the state's requirements for its constituent/diocesan expectations and requirements and Immanuel-St. James Lutheran School shall follow these requirements outlined in the Pupil Accounting Manual Handbook from the Michigan Department of Education.

C. Sales Tax

The school is a non-profit organization and qualifies for tax exempt status as such.

No sales tax will be charged on items such as: textbooks, school papers, student periodicals, directories, bulletins, food, library fines, transportation, receipts for admission to school activities, and so forth.

The following are examples of sales which would not be exempt from sales tax: Sales of class rings, yearbooks or photographs sold by retailers where the school acts as the collection agent, whether the school receives a commission or not.

D. Advertising and Promotional Activities

The Board may engage in advertising and promotional activities to further promote the interests of the school. All advertising and promotional activities shall include appropriate nondiscrimination statements.

The Principal may, at his/her discretion, approve of a promotional activity to take place within the school which may or may not involve students if the activity would further the work of the school, or the school's Parent-Teacher League, or

a non-profit, community-wide social service agency, or if it would promote activities in the general public interest.

To safeguard students from possible exploitation, students are not to be used in advertising or promoting the interests of any other non-school agency or organization.

E. Inventories

The Principal and Assistant Principal will maintain an accurate and complete inventory of all equipment, supplies, instructional materials and furniture. This inventory will be reviewed each year and filed in the school office. A copy of this inventory should be filed with the Board Secretary in case of fire for insurance purposes.

F. Hours and Assignments

The administrator is responsible for adequate supervision of students during the entire time they are on school premises. The administrator may delegate responsibility to other members of his/her staff as needed.

Instructional areas are always supervised whenever students are present.

At least one responsible adult must be physically present to supervise the school grounds and building during noon hour and recess periods.

G. Monies in School Building

Monies collected by school employees and by students will be handled with good and responsible business procedures.

All money collected will be receipted and accounted for and deposited in the proper school account as a specific credit balance for the purpose for which it was collected.

No money will be left in classrooms.

H. Salary

The Board and school administrator will determine the salary schedule for employees. This will be based on education, experience and part or full-time status. The salary schedule will not discriminate as to grade/level or subject taught, race, sex or marital status.

The salary schedule will be based on the total budget of the school. It will be the intent of the Immanuel-St. James School Board to pay its teachers as well as it can, given its economic condition.

I. Evaluations

The Principal is responsible for evaluating all personnel on a continuing basis. This evaluation is designed to assist in the growth and development of professional abilities as well as to identify areas of strengths and weaknesses. The process of evaluation shall be as follows:

1. Teachers

a. Frequency

1. New teachers shall be evaluated twice in the first year.
2. All other teachers shall be evaluated yearly.
3. The Principal has the right to evaluate more frequently should the Principal or Joint Board deem it necessary.

b. Procedure

1. Two formal and one informal evaluation will be given.
2. A formal evaluation is a scheduled time for the Principal to come into the classroom for observation/evaluation, and follows a pre-determined format. A report will be written following the evaluation, and a meeting will be held between the teacher and Principal to discuss its content. This report is then placed in the teacher's file.
3. The informal evaluation is when the Principal "drops in" to the classroom to observe a lesson. Comments from the evaluation may be shared with the teacher, but no written report is given.

2. Principal

a. Frequency

The Principal of Immanuel-St. James Lutheran School will be evaluated yearly by a committee comprised of Board members led by the Vice Chair. The Joint Board has the right to evaluate more frequently should they deem it necessary.

b. Procedure:

A written evaluation will be completed by each of the committee members. The Vice Chair shall determine in consultation with the Board, the procedures to evaluate the Principal. The committee will then meet to compare results, and compile a final evaluation which will be shared with the Principal.

3. Administrators Other than Principal

a. Frequency

The Principal will evaluate administrators on a yearly basis, and reserves the right to evaluate more frequently if deemed necessary.

b. Procedure

1. Two formal and one informal evaluation will be given.
2. A formal evaluation is a scheduled time for the Principal to come into the classroom for observation/evaluation, and follows a pre-determined format. A report will be written following the evaluation, and a meeting will be held between the teacher and Principal to discuss its content. This report is then placed in the teacher's file.
3. The informal evaluation is when the Principal "drops in" to the classroom to observe a lesson. Comments from the evaluation may be shared with the teacher, but no written report is given.

4. Others

The Principal is also responsible for annual evaluations of professionals performing service roles for the students of the school, as well as the non-professionals on the staff. Such evaluations shall be completed by June 1<sup>st</sup>. A copy of the evaluation shall be placed in the employee's personnel file with a copy given to the employee and the Joint Board.

5. Evaluation of the School

Evaluations will be done periodically to determine the integrity of the educational programs at Immanuel-St. James Lutheran School.

An evaluation team will be appointed by the Board on the recommendation of the Principal. Results of their findings will be reported to the Joint Board and used to upgrade the school.

Copies of the evaluation will be given to the Principal, Pastors, and the Board.

J. Contract Renewal

1. The Principal shall submit Letters of Intent to staff members by the first week of February. All Letters of Intent should be returned within two weeks. A Notification of Intent is not an offer of a contract for the upcoming year. This form merely allows staff members to make a declaration of intent for the coming year.
2. The Principal shall issue contracts no later than July 15<sup>th</sup> which will include the position, extracurricular assignments, contract dates and

salary information. Said contracts will be signed by the staff and returned to the Principal no later than August 1<sup>st</sup>.

3. Ordinarily the Principal signs the teacher contract. In a transitional period between administrators, if the incoming Principal is available, he/she signs the contracts for the next school year. If the incoming Principal will arrive too late for signing contracts, then a second Board Officer's signature will appear on the contracts.

K. Personnel Records

Accurate, complete and updated personnel records, including official transcripts of credits, teaching certificates and oath, are to be kept on file in the office of the school by the Principal. Included in this file shall be verification of T.B. test, an attendance record, annual evaluations and records of continuing professional development. The Principal shall keep an emergency data form for personnel. This form should list the first person to contact in case of emergency, an alternate source to be contacted in an emergency and family information.

L. Substitute Teachers

A qualified and certified substitute teacher shall be engaged by the Principal of Immanuel-St. James Lutheran School in the absence of the regular classroom teacher.

The school will pay the salary for the substitute teacher at the agreed-upon rate. A current list of substitute teachers should be kept in the school office and at the home of the Principal.



## SECTION XIII: APPENDIX

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### Principal Job Description

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<b>POSITION:</b>	Principal	<b>APPROVAL DATE:</b>	07/01/2015
<b>REPORTS TO:</b>	ISJ Joint Board of Education	<b>REVISED:</b>	05/04/2016
<b>SUPERVISES:</b>	All students, staff, and volunteers	<b>FLSA STATUS:</b>	Exempt

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#### JOB SUMMARY

The Principal of ISJ Academy is the chief administrator for the school and is charged with the management, marketing, and development of the school to accomplish its mission. The Principal shall create and maintain a Christian learning environment that contributes positively to the life, growth, and learning of all students. The Principal reports directly to the school board and shall operate the school in accordance to the school's by-laws, policies, procedures and philosophy formulated by the Board. Inherent job responsibilities include: scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and growing enrollment. The Principal, in carrying out the responsibilities assigned by this job description, will seek to bring honor to God's name and enhance the ministry of Jesus Christ.

#### FUNCTIONS AND RESPONSIBILITIES

1. Management and Development of the School
  - a. Admissions, Enrollment, and Record Keeping, the Principal shall:
    - i. Approve all admissions, transfers, promotions, accelerations, retention, suspensions, or expulsion of students
    - ii. Oversee the maintenance of all student records.
    - iii. Maintain official copies of school policies, position descriptions, and other documents approved by the Board.
    - iv. Establish and maintain an inventory system for all school supplies, materials and equipment.
    - v. Compile data annually regarding number and names of eligible students in the congregation and community and set annual enrollment growth goals and five-year projections
  - b. School Curriculum & Accreditation, the Principal shall:
    - i. Develop and supervise a plan of curriculum development.
    - ii. Provide a program of spiritual ministry, along with staff and pastors, for all students for the nurturing and development of their faith and life under the guidance and blessing of the Holy Spirit working through the Word.

- iii. Assure required curriculum objectives are attained by each teacher at each grade level for all subjects, and approve classroom schedules and review lesson plans.
  - iv. Coordinate administration of annual achievement tests and review results as part of curriculum review.
  - v. Be responsible, or delegate responsibility, for all special school programs, athletics, religious services, projects, and co-curricular activities.
  - vi. Schedule the tentative upcoming school year by May 1.
  - vii. Provide leadership in obtaining and maintaining accreditation.
- c. Supervision of and Communication with Staff, the Principal shall:
  - i. Manage the duties of all staff.
  - ii. Conduct at least monthly staff meetings with written agendas and performance monitoring.
  - iii. Develop and manage a program for the supervision of instruction to help teachers develop and improve their skills to achieve 1.b.iv.
  - iv. Evaluate objectively teacher performance on an ongoing basis.
  - v. Make certain teachers communicate to parents the status of each student through conferences, private consultations, written and oral forms.
  - vi. Provide in-service opportunities for professional and spiritual growth to meet both individual and collective needs of the faculty.
  - vii. Conduct orientation sessions for new teachers prior to school year meetings with all staff members.
  - viii. Hire and supervise the Early Childhood Program Director and assist with the management of the program as required.
  - ix. Evaluate the Early Childhood Program Director performance on an ongoing basis.
- d. Financial management, the Principal shall:
  - i. Administer the school budget and all school-related financial matters.
  - ii. Oversee and provide information regarding current costs and projected needs required for preparing the annual budget.
  - iii. Assist the Board in preparing appropriate financial policies and procedures necessary to achieve the school's purpose.
  - iv. Ensure proper resources and approvals are obtained for all activities including but not limited to: musicals and plays, athletics, evangelism and mission work, chapel services, Christmas program, graduations, awards, and other special services, picnics and class trips
- e. Respect and Discipline in the School, the Principal shall:
  - i. Establish a professional rapport with students, parents, and staff and serve as a role model. Encourage all teachers to do the same.
  - ii. Administer the procedure for School-Wide Disciplinary Action as stated in the Parent/Student Handbook.

2. Relationship with the Board, the Principal shall:
  - a. Carry out Board policies and directives.
  - b. Provide written reports on school and faculty matters to the Board, prior to scheduled meetings.
  - c. Represent and be the spokesperson for the Board to communicate policies and programs to the staff.
  - d. Meet with and provide at least bi-weekly updates to the Chair of the Board and Pastors of sponsoring congregations.
  - e. Represent the faculty and staff at Board meetings and will involve them in meetings when desirable.
  - f. Work with the Board to attract well-qualified faculty and staff members, retaining them through equitable workload assignments and compensation plans.
3. Public Relations and Marketing
  - a. Communications with Parents, the Principal shall:
    - i. Communicate with parents through school bulletins, newsletters, message boards, website, emails, questionnaires, school visits, consultations, meetings, or similar activities.
    - ii. Actively participate in PTL meetings.
    - iii. Provide updates to sponsoring congregations.
    - iv. Maintain and update handbooks for faculty, students, and parents.
    - v. Participate in congregational and appropriate community activities.
    - vi. Work with the pastors and Board in consulting with parents as requested for conflict resolution that witnesses to a Scriptural outcome.
  - b. Safe, Secure, & Attractive Facilities, the Principal will work with church leaders to
    - i. Maintain a Christian appearance as well as a hospitable, safe, and secure environment for all who use the facility
    - ii. Coordinate fire and safety drills.
    - iii. Manage and supervise school property and equipment.
  - c. Marketing, the Principal shall:
    - i. Work in concert with the Board, PTL, and Early Childhood Program Director to develop and execute an annual marketing plan that achieves enrollment growth goals set in 1.a.v.
    - ii. Communicate school programs and services to sponsoring congregations, other Lutheran and neighborhood churches, and the community as a whole
    - iii. Build and maintain media/marketing database
    - iv. Write news releases and quarterly online newsletters
    - v. Increase social media presence
    - vi. Ensure website is up-to-date
4. Fundraising and Donor Relations, the Principal shall:
  - a. Develop strategy and plan for fundraising events that sets annual goals.

- i. Oversee and approve all fundraising events of the school.
  - ii. Maintain database of donations and contacts.
  - iii. Raise funds for scholarships, financial aid, and budget reserves.
  - iv. Recruit and train volunteers for events
- b. Manage and develop relationships with current and potential donors.
  - i. Solicit sponsorships, donations, corporate matching gifts, and charitable bequests.
  - ii. Identify new foundations, corporations, and opportunities to cultivate prospective donors.
  - iii. Maintain an accurate and complete donor and prospective donor database.
  - iv. Track progress of pending and secured donations.
- c. Identify and pursue new grant opportunities.
- d. Develop fundraising and marketing presentations and videos.

### **PERFORMANCE REVIEW**

The Joint Board of Education will conduct annual performance reviews of the Principal.

### **QUALIFICATIONS**

1. Education and Certification, the Principal shall:
  - a. Hold at least a master's degree in education, administration, or related field
  - b. Hold the required state teaching certification.
  - c. Be or become a Commissioned worker or take or have taken Colloquy classes.
2. Experience, the Principal:
  - a. Shall have at least five years of broad and successful teaching experience, preferably in a Lutheran school environment.
  - b. Should preferably have some form of administrative experience.
  - c. Must have good management and communication skills.
  - d. Shall actively participate in District sponsored conferences and workshops related to, or specifically designed for principals.
3. The Principal shall be or become a member of good standing at either Immanuel Lutheran Church or St. James Lutheran Church.
4. The Principal shall uphold Biblical truths and confessions as contained in the Book of Concord.

### **PERSONAL**

Being inspired by the Holy Spirit to serve the Lord in this capacity, the Principal shall:

1. Associate closely with God through prayer, Bible study, regular communion and church attendance and actively participate in congregational activities.
2. Set annual goals for self, identify priorities within these goals, and is able to implement them effectively.
3. Understand and use Christian leadership abilities.

4. Exercise good judgment when making decisions.
5. Use time efficiently, organize work systematically, and follow through on plans.
6. Have an open-mind, be tolerant, and possess a positive outlook on life.
7. Empathize and be sensitive to the needs of others.