

Ascension Lutheran School Principal Job Description

Ascension Lutheran School Vision Statement

Lead – Inspire – Serve

Ascension Lutheran School is dedicated to nurturing each student, providing academic excellence and creating bold, compassionate leaders who inspire and serve others in their walk with Jesus Christ.

In its 54-year history Ascension Lutheran School has been dedicated to nurturing each student, providing academic excellence, and creating bold, compassionate leaders who inspire and serve others in their walk with Jesus Christ. Our top-ranked Early Childhood Center and our WASC accredited TK-8 school compete favorably with local private and public Conejo Valley schools. We offer indoor and outdoor Nature Explore Certified classroom environments and a House System where each child is nurtured and encouraged to use their academic and individual talents to make the community and world a better place.

Ascension Lutheran School is currently seeking a Principal who is passionate about 21st century Christian education and the role that it plays in the lives of young people and their families. The school aspires to increase its enrollment and will look to this leader to work collaboratively with the school board, church and staff to create and execute a vision for growth.

The Principal, as the face of the school must have exceptional communication and public speaking skills. This leader will be invested in building relationships with students, parents, teachers, and the congregation – celebrating in their successes on a daily basis. Duties include:

Assessment, Supervision and Management

- Supervise and facilitate the daily safe and effective operations of the school
- Be the instructional leader meeting 21st century learning objectives as well as state and national standards
- Supervise the work of the Preschool/Infant Center Director as well as non-instructional staff
- Implement and maintain WASC Accreditation Plan
- Administer and manage budget
- Implement effective program of staff and teacher hiring and development

Student Services

- Maintain fair and consistent code of conduct and attendance systems
- Support staff in identifying and addressing individual student academic needs, including health, physical, spiritual and emotional needs
- Ensure utilization of resources to provide a safe, efficient, and effective learning environment

Parent and Community Engagement

- Engage and collaborate with families and community members
- Encourage parent involvement through the Parents of Ascension Lutheran Students (PALS)
- Maintain consistent communication with school community
- Partner with the pastors to create opportunities for school families to become active in church, which supports the One Ascension vision
- Respond to diverse community interests and needs and mobilize community resources
- Develop good morale, connection and retention

Marketing

- Create, implement and oversee plans to grow the student population in collaboration with Director of Marketing and Admissions
- Attend recruiting events and market the school within the community
- Support the school's financial efforts, especially the Annual Fund and the Auction for Education

Qualifications

- Possess a valid and current Administrative Services Credential; Masters in Education Administration or Leadership desired
- Experience as a successful teacher in either elementary, middle school, or both
- Minimum of three years of experience as a principal, assistant principal, or dean, preferably in a private Christian school

Application Materials

- Transcripts (copies are acceptable)
- Letter of Interest
- Resume
- Three Letters of Reference (one from a Pastor)

Competitive Salary

Links

- Ascension Lutheran School & Early Childhood Center – alschool.org
- Ascension Lutheran Church – alcto.org

Please email your resume to info@alcto.org