

TRINITY LUTHERAN CHURCH BOARD OF CHRISTIAN SCHOOL POLICY MANUAL

Board of Christian School Job Description

Adoption Date: 10/28/96

Iowa Code: 12.1(2)

Last Review: 10/10/02

Last Revision:

[As per *By-Laws of the Board of Christian School* from the *Constitution* of Trinity Lutheran Church, adopted on 10/28/96].

1. Be responsible for school operation and insure that spiritual learning opportunities are provided.
2. Meet regularly to receive reports on the school from the principal, to formulate policies for the conduct of the school with the pastor and the principal, and to make plans for the school's continued development and improvement as one of the congregation's agencies of Christian education.
3. Set objectives and goals, and annually review them to determine whether they are being met and recommend revision and additions as deemed advisable.
4. Keep informed regarding courses of study, textbooks, effectiveness of teaching and discipline.
5. Assure that the Christian training and instruction being given is in accordance with orthodox Lutheran doctrine and sound practice.
6. Determine that the course of study, as much as possible, conforms with local and State Department of Education standards.
7. Approve curriculum and instructional materials and make provision for the necessary equipment and supplies.
8. Consider and recommend candidates for called teachers and be responsible for the employment of contract teachers and staff.
9. Be concerned with the physical and spiritual welfare of the school staff and encourage and assist them in every way possible in their ministries.
10. Foster and maintain interest in the school within the congregation and encourage the enrollment of all member children who are eligible.
11. Take steps necessary to maintain accreditation with the National Lutheran School Accreditation Commission.

12. Assure that all applications for enrollment are in accordance with accepted enrollment policies, keeping in mind the school's purpose as an agency of Christian training.
13. Review annually the salary and benefits of all school staff members and make recommendations to the personnel committee.
14. Prepare and submit an annual budget as requested by the Board of Stewardship.
15. For administrative purposes and program development, be responsible for supervising the work of the Parent-Teacher League, etc.
16. Promote Lutheran full time education in the community with emphasis on sister congregations.
17. Appoint annually a member to the personnel committee.
18. Annually conduct a self-evaluation program.
19. Appoint the School Athletic Committee for a two-year term.
20. Assure that annual performance reviews are conducted for all school staff. Conduct an annual performance review of the Principal based on the job description for the position.