



# Concordia Lutheran High School

Fort Wayne, Indiana

## Head of School Position Description

### The Goals of the Head of School of Concordia Lutheran High School

The Head of School serves as the Chief Executive Administrator of the Association and is responsible for the operation and success of the Strategic Plan of the Board of Directors in pursuit of the Association's mission.

### The Role and Function of the Head of School

As the Chief Executive of the Association and high school, the Head of School of Concordia Lutheran High School will serve as the chief administrator of the Association, providing oversight in all aspects of the organization's operations as outlined in its Strategic Plan.

The role of the Head of School is to work in conjunction with all members of this Ministry for the purpose of accomplishing the mission as follows:

Concordia Lutheran High School pursues Christ-centered educational excellence that equips individuals for lifelong learning and service as disciples of Jesus Christ.

To this end, and in accordance with the institutional values of

Academic Excellence  
Christian Faith  
Diversity  
Mission Partnerships  
Relationships  
Servant Leadership

The following behavioral norms are expected:

1. Commitment to Christian Living (Psalm 37:5-6, Proverbs 16:3)
2. Display of Professional Behavior (Mark 9:35, Luke 12:35)
3. Recognition of the Value of All (Isaiah 43:1, 1 Corinthians 12:12-13)
4. Pursuit of Excellence (2 Corinthians 8:7, Philippians 4:8)
5. Participation in ongoing Professional Development (Romans 12:2, Hebrews 12:11)

### Positional Requirements

The Head of School will possess a Master's degree in areas related to organizational leadership, business, education and/or theology. Strong planning, administrative, supervisory, analytical, organizational, accountability, conflict management, and oral and written communications skills are necessary. Candidates should appear on the roster of the Lutheran Church Missouri Synod or be willing to go through a course of study to achieve such status.

### Accountability

The Head of School is accountable to the Board of Directors and especially its Executive Committee for the outcomes identified in the Association's mission statement and its current Strategic Plan.

### **Salary and Benefits**

The Board shall annually determine the salary and benefit package afforded to the Head of School based upon the Board's annual review.

### **Term of Service**

The Head of School's call and offer of employment shall be on an annual basis. It is assumed that, given a positive Board review, employment will be ongoing.