



## Job Description for Assistant Principal

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**Purpose:** The Assistant Principal partners with the Principal in carrying out the mission of St. Peter's Lutheran School by providing leadership in instruction, teacher supervision, and student development. This position supports the academic growth of all students by guiding teachers, maintaining high instructional standards, and assisting in student discipline and parent communication as needed. The Assistant Principal serves as a spiritual and professional leader, helping to foster a Christ-centered, collaborative, and caring school culture.

**Reports to:** Principal

**Collaborates with:** Wildcat Learning Lab Director

**Supervises:** Classroom teachers

### Essential Job Functions

#### Instructional Leadership & Teacher Support

- Conduct regular classroom walkthroughs and observations to support instructional excellence.
- Collaborate with the Principal to lead teacher evaluation and professional goal-setting.
- Provide coaching, mentorship, and instructional feedback to teachers.
- Coordinate professional development with other school leadership aligned with school goals and teacher needs.
- Assist with curriculum review, assessment coordination, and academic data analysis.
- Support new teachers in onboarding, faith integration, and classroom management.

#### Admissions & Enrollment Support

- Partner with the Principal and the Admissions & Office Coordinator to ensure a welcoming and mission-aligned admissions process.
- Assist with family tours, interviews, and new student assessments when needed.
- Communicate with families regarding academic readiness or classroom placement.
- Provide input on prospective student fit and potential classroom supports.
- Help ensure smooth communication between admissions, teachers, and the Principal regarding new enrollments.
- Support retention efforts by building relationships with families and reinforcing a positive school culture.

#### Student Discipline & Support

- Partner with the Principal to oversee student behavior and discipline in alignment with school values.
- Address student behavioral concerns with grace, fairness, and consistency.
- Communicate with parents regarding discipline or student well-being as appropriate.
- Model restorative and redemptive approaches to discipline that reflect Christian values.

#### Parent Communication & Community Engagement

- Along with the principal, serve as a visible and approachable leader for students, parents, and staff.
- Assist with parent meetings and conferences, particularly those involving academic or behavioral concerns.

- Assist in organizing school events, open houses, and other community-building activities.

### **Administrative Leadership**

- Support the Principal in daily operations.
- Assist with substitute coordination, emergency procedures, and staff coverage.
- Serve as the administrator in charge when the Principal is unavailable.
- Participate in strategic planning and school improvement efforts.

### **Qualifications:**

- Bachelor's degree in Education (Master's degree in Educational Leadership or Administration preferred)
- Minimum of 5 years successful teaching experience; leadership experience preferred
- Strong interpersonal and communication skills with a heart for service and encouragement
- Ability to balance high expectations with empathy and relational leadership
- Commitment to the mission and ministry of Lutheran education
- On the roster of the LCMS for Called workers (preferred) or a willingness to obtain
- Preferably a member in good standing at St. Peter's Evangelical Lutheran Church or other Lutheran Church Missouri Synod congregation

### **Spiritual Life**

- Model a Christ-centered life in word and action
- Participate in chapel, devotions, and the spiritual formation of students and staff
- Encourage faith integration in classroom teaching and school culture
- Serve as a spiritual leader who supports teachers in their ministry calling

### **Work Environment**

- Full time, salary position
- This position requires regular presence during the school day with some evening or weekend hours for events, meetings, or supervision.

### **Measured by**

- 30-60-90 Review given by the Principal
- Annual Performance Reviews conducted by Principal

### **Benefits:**

- **Paid Time Off:** Yes, according to the schedule of eligibility
- **Health Insurance:** Yes
- **Retirement Benefits:** Yes
- **Disability & Survivor Benefits:** Yes

**Salary:** Salary is commensurate with experience in accordance with the unified salary scale of St. Peter's Lutheran Church & School