



Reaching Out to Grow
Hope-Filled
Followers of Jesus!

Cross of Hope Lutheran Church and Schools

A Congregation of the Evangelical Lutheran Church in America

6104 Taylor Ranch Road NW • Albuquerque, NM 87120

LEAD PASTOR

R. Adam Berndt
(505) 897-0047
cohpastor@crossofhope.org

PASTOR

Matt Powell
(505)897-0047
matt@crossofhope.org

PRESCHOOL

Mary Sue Hale, Director
(505) 899-0928
presch@crossofhope.org

ELEMENTARY SCHOOL

Matt Powell, Director
(505) 897-1832
school@crossofhope.org

CROSS OF HOPE LUTHERAN CHURCH AND SCHOOLS

Position: Director of Elementary School Ministry

Scope: Full Time Contract

ACCOUNTABILITY: The Director of Elementary School Ministry is accountable to the School Board (hereafter “the Board”) and through the Board to the Church Council and the Members of Cross of Hope Lutheran Church and Schools. The Director will report regularly to the Board regarding all aspects of his/her responsibilities.

The Director will work as a team member with the pastor(s) of the congregation in developing and implementing a cohesive and compatible ministry that is centered in proclaiming Christ.

QUALIFICATIONS

1. Minimum of a Bachelor’s degree
2. Leadership background with administrative experience
3. Current first aid and CPR certificates
4. Background check and approved fingerprints on file with the FBI
5. Professional appearance and demeanor
6. Practicing Christian
7. Experience working with children

PRIMARY RESPONSIBILITIES

The Director is responsible for the administration and supervision of the curricular program, of personnel—all teaching and non-teaching staff, of the facilities, of the finances of the school, and public relations and recruitment.

General Responsibilities

1. Provides leadership in the development and continuance of a school that is Christ-centered in its totality
2. Is responsible for implementing policies adopted by the Board and the congregation; provides leadership and assistance in developing new policies

Church Office (505) 897-0047 • Fax (505) 897-9455 • www.crossofhope.org

DIRECTOR OF FINANCIAL AND BUSINESS OPERATIONS Karen Schwartz finance@crossofhope.org •

COUNCIL PRESIDENT Nancy Lacher councilpres@crossofhope.org • **ADMINISTRATOR** Linda Willoughby office@crossofhope.org •

ADMINISTRATIVE ASSISTANT Nancy Morrison media@crossofhope.org • **MUSIC DIRECTOR** Richard Hielkema music@crossofhope.org

3. Supervises the budget and accounting functions of Cross of Hope Elementary School (hereafter "COHES")
4. Develops or delegate preparation of all student, parent and faculty handbooks and other published material related to the school
5. Stays abreast of current educational developments through personal professional training, participation in professional conferences and membership in professional organizations
6. Develops and carries out a program of continuous evaluation of both the school and the personnel; recommends new concepts or theories for improving the school to the Board
7. Ensures that there is bilateral communication between the Board, teachers, staff, students, and parents

Supervision of Staff and Instructional Program

1. Establishes a Christian atmosphere in the school, one which is conducive to good teaching/ learning situations
2. Has a leading role in securing qualified personnel for the school
3. Provides a thorough orientation for all staff members
4. Conducts regular staff meetings
5. Assists teachers in their goal-setting process
6. Assists the teachers to identify instructional objectives and to evaluate the degree to which these objectives have been attained. Such assistance is to be provided through a systematic program of formal and informal classroom visits, follow-up conferences, and informal discussions
7. Establishes and maintains good relations with teachers by creating a cooperative spirit among the staff members
8. Supports teachers in professional growth through professional course work, workshops, and seminars as approved
9. Acknowledges good teacher performance
10. Is responsible for the maintenance of the Faculty Handbook
11. Deals according to Matt.18:15-17 with staff members who disrupt the school's work, enlisting the help of the pastor(s), the Board and the congregation when necessary
12. Arranges for staff training of Cross of Hope's Community Covenant

Supervision of Children

1. Is concerned that each class is meeting its objectives
2. Is concerned that each child is achieving progress at a rate commensurate with the child's abilities
3. Serves as a friend and advisor to children
4. Communicates effectively with children at all levels
5. Is effective and fair in handling pupil discipline problems
6. Is responsible for adherence to standards of behavior which have been adopted for the school. The director works with teachers and other staff members to assure consistent application of regulations
7. Addresses the special needs of children when appropriate

8. Is responsible for the supervision of children at all times they are on school premises and at school-approved functions
9. Monitors student morale
10. Coordinates with individual teachers in major discipline problems
11. Is responsible for the admission, transfer, promotion, acceleration, demotion, suspension or expulsion of children from the school in accordance with the policy of the Board

Communication

1. Is responsible for maximizing the school enrollment through multiple tools including online means and building relationships with secular and religious communities
2. Has regular communication with parents of current student body and staff
3. Works closely with Parents of Hope (PTO) and provides guidance for their efforts of supporting the school
4. Attends all Board meetings and helps to provide educational directives in the growth of COHES
5. Assumes responsibility for all public functions of the school

Supervision of Curriculum

1. Helps teachers plan and execute a quality educational program
2. Utilizes the professional judgment of teachers in the selection of materials and teaching methods
3. Works to align the curriculum and instruction across grade levels
4. Provides for testing in the areas of achievement and intelligence

This position description indicates the general nature and level of work to be performed. It is not intended to be a comprehensive listing of all functions, duties, skills, knowledge and abilities. This position description is designed to minimum requirements and expectations of the job.

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____

This is to acknowledge that I have discussed this job description with the Board.