

Position Description for the Executive Director

Qualifications

The Executive Director shall have an attitude of ministry, a thorough understanding of the Biblical principles of stewardship and leadership, a commitment to the cause of Christian education, and be a member of the WELS/ELS in good standing. This person should be a member of, or be willing to join, a congregation within the Federation. This person should have a bachelor's degree in business administration, management, finance, accounting, or administration; or should have equivalent work experience in those areas. The Executive Director is the leader of the business side of Lakeside Lutheran High School (LLHS) and should be prepared to upgrade skills through continuing education.

Relationships

The Executive Director:

1. Reports to the Principal, the Board of Regents (BoR), and through them to the General Board of the LLHS Federation and is fully accountable to the Principal, the BoR, and the General Board.
2. Operates within the policies established by the BoR and the General Board.
3. Is the leader and supervisor of the BLT (Principal, Director of Operations, Director of Marketing and Publications, Director of Finance, Development Director, and the Chairman of the BoR).
4. Serve as the Human Resources Manager for Lakeside.
5. Serves all staff by leading and guiding them to improve workplace performance.
6. Serves as an ex officio member to the SPC, FPC, and OPC committees.
7. Serves as administrative liaison to the Lakeside Foundation.

Responsibilities

The Executive Director is responsible for the overall administration of the business side of LLHS. This person will work closely with the Principal and the BoR to provide supervision and encouragement to the Directors under this person's supervision. This person shall also work closely with the Principal and Directors to foster a positive Christian workplace environment in the school. Specific duties could include:

1. Establish overall vision and goals for the business operations of the school. This shall include goals for Operations, Development, Finance, and Marketing and Publication departments.
2. Regularly supervising workplace performance of the Directors and managing overall goals and performance of the Directors and staff.
3. Coordinating and leading efforts to obtain maximum efficiency in the business operation of the school.
4. Has hiring and firing authority of the Directors and staff under this person with the approval of the BoR.

5. Working with the Principal and Chairman of the Board, establish goals and approach to working with our Federation Congregations on communication and support.
 - a. This is to be independent of student recruitment activities.
 - b. The Executive Director will then work with the other Directors on the implementation of the approach to achieve the goals.
6. Being visible within our Federation to promote high school education at LLHS and answering questions pertaining to LLHS business operations. The Executive Director shall endeavour to meet in-person with the Pastor(s) and/or church leadership of each federated congregation as regularly as needed but no less than once every three years.
7. Conducting monthly (at a minimum) meetings of the BLT.
8. Doing evaluations a minimum of one time per year of the Directors and staff on the business side of LLHS and maintain records of these evaluations.
9. In conjunction with the Chairman of the BoR, do an evaluation of the Principal a minimum of one time per year and maintaining record of these evaluations. This evaluation will be focused on overall leadership, communication and management of LLHS.
10. Leading in program development for hired staff to better serve the overall ministry at LLHS.
11. Encouraging hired staff to continue further training and maintaining records of such training.
12. Offering advice and recommendations to the Principal and the BoR in the general operation of the school.
13. Attending all monthly BoR and quarterly General Board meetings, and making reports at these meetings.
14. Offering opportunities for on-site training of new and current staff members.
15. Oversees and supervises the preparation of the annual operating budget by compiling request of all school entities.
16. Working with the Financial Manager and under the Financial Planning Committee (FPC) of the BoR to ensure effective fiscal controls are in place, reviewing and approving financial reports and transactions as needed.
17. Signing all checks for the school in accordance with current fiscal policies.
18. Develops a working relationship with banks and other agencies from which LLHS borrows and/or invests funds.
19. Assists the auditors with the annual audit
20. This person may attend Lakeside Foundation meetings and shall be responsible for overseeing the communication between the Foundation and the Board of Regents.
21. He shall coordinate with the Director of Activities the use of LLHS facilities and property.

Skills

The Executive Director has or endeavours to attain:

1. A business acumen with the ability to run the operations of a multi-million dollar operation.
2. Ability to influence and persuade to achieve desired outcomes.
3. Excellent oral and written communication skills.
4. Excellent organizational, planning and prioritization skills.
5. Excellent interpersonal skills.

6. Ability to manage simultaneous projects and meet deadlines.
7. Familiarity with Microsoft Office, Google Docs, and other position-related software is helpful.
8. Ability to maintain strict confidentiality.

General Information

The Executive Director will be on a probationary period for six (6) months after hire. After the first six months, the Executive Director will have a job performance evaluation with the Principal and Board Chairman. The Executive Director will have a performance review with the Principal and Executive Director annually.

Benefits

The Executive Director is a full-time, year-round position. The following are benefits provided by LLHS for this position:

1. Salary is calculated the same as full-time called staff with an additional administrative stipend of 6%.
2. The Executive Director will receive a “layman’s offset” in lieu of tax advantages for called workers as “ministers of the Gospel”.
3. LLHS will make an annual contribution to a retirement plan that will be equal in dollar amount to the synod pension plan paid for called workers.
4. 50% reduction for the tuition of all children of the Executive Director attending LLHS.
5. The Executive Director will be eligible for health insurance through WELS Veba, or whatever provider is utilized by the school.
6. Vacation time will be:
1 to 4 years: two weeks
5 to 9 years: three weeks
10 years and over: four weeks
Vacations should be scheduled so as not to materially interfere with the school year.
7. The Executive Director will receive other benefits awarded to full-time called workers.

Other

1. The Executive Director will be hired through an application and interview process. It will be posted in the Federation and interviews will be held to secure the best candidate for this position.
 - a. The interview team will be established and lead by the Chairman of the Board.
 - b. Upon completion of the interviews, the interview team will make a recommendation to the Board of Regents for their approval and hiring of the individual.
2. The BoR recognizes the time required for this position and will hire additional staff as needed to allow the Executive Director to perform these duties.

3. This position description shall be reviewed in accordance with the regular policy review cycle and as the position needs to be filled.

Source: General Board

Second reading (e-vote):