



Lake Mead Christian Ministries exist to make disciples of Jesus Christ through education and community.

Lake Mead Christian Ministries (LMCM) Minister- Director of Elementary (Kindergarten - 5th)

Job Type: Full Time

Branch: Lake Mead Christian Academy

Reports to: LMCA Head of School

Job Summary: The Director of Elementary is an integral part of the Educational Leadership Team (ELT). This is a team of education administrators who work to collaborate for the success of Lake Mead Christian Academy. As a spiritually-focused leader, the Director of Elementary makes a significant contribution among the directors in the ELT to ensure the success of the elementary instructional program. The Director of Elementary inspires and leads LMCA's K-5 operations, programs, budget, personnel, and environment in accordance with the direction and policies established by the Lake Mead Christian Ministries Head of School.

Required Spiritual Qualities

- Acknowledge Christ as Savior and live life as His disciple
- Support LMCM Mission by making disciples of Jesus Christ through community involvement
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others
- Believe the Bible to be the inspired, authoritative Word of God
- Agree with and actively support the LMCM Statement of Faith
- Show evidence the fruit of the Spirit in interacting with people
- Have a Christ-centered home
- Attend and actively participate in the Church at Lake Mead

Required Professional Qualities

- Hold a Master's degree (preferably in Educational Leadership/Administration)
- Have a minimum of 5 years of successful classroom teaching experience, as well as some verifiable Elementary leadership experience (preferably in a larger Christian school)
- Demonstrate a high level of computer literacy - proficient at minimum in word processing, spreadsheets, electronic calendar, database, email, and use of the internet
- Possess evidence of other adequate preparation, background, or experience as determined by the LMCM Head of School

Required Personal Qualities

- Sign and live by the ministry's lifestyle statement as a condition for employment and continued employment in this ministry
- Have the maturity, ability, and personal leadership qualities to "train children" (Prov. 22:6)
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level
- Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them
- Meet everyday stress with emotional stability, objectivity, and optimism

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- Understand the importance of discernment, discretion, and confidentiality in the operation of the school
- Display friendliness and a sense of humor as well as courtesy and patience in dealing with others
- Defend principles and conviction in the face of pressure and partisan influence
- Recognize his or her own mistakes and take measures to correct them
- Use acceptable English in written and oral communication and speak with clear articulation
- Respectfully submit and be loyal to constituted authority
- Make an effort to appreciate and understand the uniqueness of the LMCM community
- Place his or her school ministry ahead of other jobs or volunteer activities
- Maintain a personal appearance of a Christian role model of cleanliness, modesty, professionalism and good taste consistent with school policy
- Be open to new ideas, initiatives, and concepts in education
- Be a model of God's ideal for the instructional staff
- Be committed to organized Christian education as evidenced by the enrollment of his or her own K-12 school-age children in this Christian school
- Model excellence in interpersonal skills especially in collaboration as well as conflict management and conflict resolution skills
- Demonstrate high emotional quotient (EQ) - self awareness, self-management, motivation, empathy, social awareness

Essential Job Functions:

Academic Leadership

- Monitor and guide the instructional skill, professional development, and certification status of instructional staff
- Ensure that all teachers provide quality instruction in classrooms which reflect a professional and Christian environment
- Manage and lead the Grade Level Coaches, Elementary Teachers, and Instructional Staff
- Evaluate elementary faculty by using formal and informal evaluation and by holding evaluation conferences for staff members
- Have knowledge of the physical and emotional development of children, and understand the problems they face
- Keep abreast of major current trends in education in general and Christian education in particular through reading, graduate studies, conferences, and contacts with other administrative personnel
- Administer policy for classification, promotion, or retention of students in the elementary program

Administrative Leadership

- Accomplish the goals and objectives assigned by the LMCM Head of School and school policy
- Meet regularly with elementary instructional staff to ensure coordination of programs and prompt problem resolution
- Participate with members of the ELT in the collaborative planning of the master schedule
- Assist Educational Leadership Team with the annual revision of the parent/student handbooks, employee handbooks, substitute teacher handbooks, the core curriculum guide, and other such items
- Collaborate with the ELT for adequate supervision of elementary students at various athletic, arts, or social events
- Maintain a physical presence among elementary students by attending and participating in elementary chapels, assemblies, presentations, athletic, arts, and social events
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff
- Meet with newly enrolled students and the parents of those students

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- Participate in the planning and execution of promotional ceremonies and other elementary year-end activities
- Coordinate annual end-of-year inventory of textbooks, furniture, equipment, and other items for all classrooms, and keep adequate records of the same
- Assume all other duties and responsibilities as assigned by the LMCM Head of School

Governance

- Provide information and counsel to the Head of School on the educational challenges and procedures for the elementary level of the school
- Offer professional advice to the Board of Directors when requested on items requiring board action, with appropriate recommendations based on thorough study and analysis
- Provide board reports on instructional issues, needs, and operations as directed by the LMCM Head of School
- Provide input to the formation of the school's long-range strategic plan
- Collaborate directly and frankly with the LMCM Head of School in earnest effort to resolve differences of opinion when they exist
- Show support for board policy and decisions to the staff, parents, and public

Personnel

- Provide input to the LMCM Head of School to help establish, implement, and refine procedures for the recruitment, orientation, supervision, evaluation, and motivation of elementary instructional personnel
- Ensure that all elementary instructional personnel have current written job descriptions
- Collaborate with the scope of work assigned to Directors of Counseling, VAPA, Athletics, and Spiritual Formation
- Implement staff development and in-service programs on and off campus for elementary faculty
- Annually evaluate the K-5 faculty and provide each employee with a written evaluation as well as sharing information with the LMCM Head of School regarding the evaluations
- Ensure that all personnel files are current, treated with appropriate confidentiality, and adequately safeguarded
- Make objective recommendations, with adequate supporting data, to the LMCM Head of School regarding cases of assignment, transfer, promotion, demotion, nonrenewal of contract, or dismissal
- Develop and train a pool of competent substitute teachers and volunteers to ensure continuity of the school program

Business and Finances

- Provide input to the LMCM Head of School for the development and implementation of the school's long range financial plan
- Provide input to the LMCM Head of School for the annual budget as related to the elementary department for which he or she is responsible
- Oversee and manage the K-5 school's budgetary expenditures and procedures

Compensation Scale*: \$61,000-\$69,000

Benefits:

- Qualifies for tax benefits
- Substantial 95% Ministry Scholarship for staff children (LMCA or Lil' Eagles)
- Accrued PTO and Sick leave
- Short and long term disability - LMCM Pays
- 25,000.00 life insurance - LMCM Pays

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- Additional life insurance up to \$150,000 - Self Pay
- Christian Healthcare Ministries (CHM.org) for health care coverage - Cost shared by LMCM/employee
- Vision - Self Pay Group Policy
- Dental - Self Pay Group Policy
- 403B matching and other retirement programs