



Lutheran Schools Association

"And Jesus took the children in His arms, put His hands on them, and blessed them."

Mark 10:16

Job Opportunity

Lutheran Schools Association of New York seeks an Executive Director to run this important ministry serving preschools, elementary schools and secondary schools. Interested parties should submit a resume and a brief cover letter to office@lsany.org.

About LSA

LSA was formed over 30 years ago to be the education arm of both the Lutheran Church Missouri Synod for the Atlantic District (LCMS) and the Evangelical Lutheran Church in America - Metropolitan New York Synod (ELCA) to address the varied needs of the many Lutheran preschools, elementary schools, and secondary schools in their jurisdictions. Among the many roles it fills, LSA acts as a liaison to the NYC and NYS Departments of Education, and Departments of Health, enables professional development, facilitates state testing, convenes regular meetings of school administrators, and assists eligible schools receive government funds.

About the Role

The Executive Director helps build and strengthen all LSA board functions, including meetings, policy compliance, and committee work. The Executive Director assists the board in their operations, administration, planning, and disseminating information. The Executive Director of LSA is the face of LSA and works not only to create relationships among the almost 40 school members and their administrators and teachers, but also creates effective relationships with education authorities and education organizations. Advocating on behalf of Lutheran Schools with State and City agencies, as well as with church governing bodies is a key component of this position. Communicating and advising LSA members regarding state and city requirements and other developments in education is another feature of this role, as well as managing state testing and education related activities. The Executive Director also assists with professional development opportunities, arranges the annual Spelling Bee and creates forums for LSA member schools to share concerns and best practices. Meetings with government agencies, school administrators, church personnel, in person or remote, are almost always during normal business hours. In some instances, the Executive Director may have little to no input about when meetings take place, for example, with government agencies.

The current Executive Director will be available to train and acclimate the incoming Director.

Compensation

This part-time position requires an average time commitment of 15-20 hours per week. Work will be done remotely, except for meetings with state and city representatives as well as member schools when required. The salary range is \$50-55,000 per year including 8 federal holidays. We anticipate hiring a new Director on or before March 1.

Job Details

- Develop and recommend objectives for the Lutheran educational system.

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- Support high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency. Advocate on behalf of Lutheran Schools with the appropriate agencies within New York State and New York City, including their Departments of Education and Health.
- Attend meetings with NYS and NYC Departments of Education and Health.
- Attend meetings of New York State Commissioner's Advisory Council and the Coalition of Independent and Religious Schools held in Albany.
- Create good relationships with members of the NYS and NYC Departments of Education and Health.
- Advise member schools about the availability of Title monies and how to obtain them.
- Develop and recommend long-range plans consistent with population trends, cultural needs, and see to the development of long-range plans which are consistent with objectives.
- Work with LSA contracted testing coordinator to enable NYS testing in member schools.
- Attend regular LSA Board meetings and Annual meeting, including presentations via power point at Annual meeting.
- Prepare the agenda for Board meetings, in consultation with the President of the Board.
- Prepare and submit recommendations to the Board relative to all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decision.
- Work with the Treasurer to prepare the annual proposed budget to provide an adequate opportunity for discussion and deliberation.
- Biweekly communication with school leadership about advocacy issues, upcoming events, and professional development opportunities.
- Regular communication with the wider school community of LSA (teachers and directors) by providing information on job openings, professional development opportunities, etc.
- Assist directors who seek advice on parental and staff concerns.
- Enroll member schools annually.
- Contact non-member schools to encourage LSA membership.
- Work with other Lutheran associations such as the Lutheran Counseling Center.
- Support promotional activities to raise awareness among Lutheran schools in the region around the availability of LSA services.
- Prepare communications which pertain to Lutheran education matters, policies, procedures, school related incidents or events.
- Receive income and invoices. Deposit income and authorize payments. Forward all information to the bookkeeper to be recorded and paid.
- Monitor insurance, website, and zoom payments and services so they do not expire.
- Keep track of and acknowledge donations.
- Work with treasurer to oversee expenditures.
- Distribute available scholarship funds.
- Communicate with groups outside LSA by maintaining the website and updating Facebook page.
- Organize the annual educators conference in October.
- Set up and arrange additional professional development events throughout the year, as needed.
- Organize, run and moderate the Annual LSA Spelling Bee.
- Fundraise in collaboration with LSA Board.

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ABOUT YOU

You are highly self-motivated, advocate for children and Christian education, with a strong work ethic and deep integrity.

The right candidate will meet the following requirements:

Master's degree or higher

Minimum of 8 years working in a not-for-profit including administrator experience

Experience in education, preferably Christian education

Strong relationship skills

Exceptional written and verbal communication skills

Ability to handle sensitive information with discretion

Strategic mindset with the ability to think and focus on both the near and long term

Strong proficiency in Microsoft Office

Proficiency in website operation and maintenance, and social media

Ability to fundraise