



South Wisconsin District School Superintendent Executive Assistant to the President Job Description

Mission Statement:

The SWD is focused on “confessing Christ for the next generation”.

Accountability:

“The District shall have such executive staff who shall perform such duties as assigned to them by the District President in consultation with the Board of Directors.” SWD Bylaw 1.54.

- Reports to District President for daily oversight and accountability;
- Reports to SWD Board of Directors as requested by District President and/or Board of Directors;
- Cooperates with an Advisory Council which serves as a sounding board, to assist in the assessment of ministry needs, and gives consideration to new and innovative approaches to mission and ministry;
- This is a non-tenured position, renewable after each South Wisconsin District convention.

Leadership/Responsibility:

- The SWD Executive Assistant to the President for Schools shall not fail to collaborate and cooperate with the District President and other Executive Staff in bringing about alignment among congregations and church workers with the District’s Strategic Direction.
- The Executive Assistant to the President for Schools shall not fail to collaborate and cooperate with the District President to prepare and administer the budget for education and youth areas.
- The Executive Assistant to the President for Schools shall not fail to lead the development of SWD schools by casting an annually reviewed overarching and dynamic vision for SWD schools, pre-schools and child care organizations.
- The Executive Assistant to the President for Schools shall not fail to assist all church workers to grow professionally.
- The Executive Assistant to the President for Schools shall not fail to oversee the administration of roster status and call procedures for all commissioned ministers.
- The Executive Assistant to the President for Schools shall not fail to promote healthy schools, and healthy relationships.
- The Executive Assistant to the President for Schools shall not fail to promote healthy solutions where/when conflict arises in schools and/or involving Commissioned workers.
- The Executive Assistant to the President for Schools shall not fail to provide oversight for SWD youth ministry and task forces, as well as regional superintendents, early childhood consultant and NLSA commissioner.
- The Executive Assistant to the President for Schools shall not fail to support and promote National Lutheran School Accreditation (NLSA) for schools.
- The Executive Assistant to the President for Schools shall not fail to be aware of legislation and other situations that impact Lutheran Schools and communicate to SWD ministries awareness of the same.

Preferred Personal Qualifications:

- An LCMS Commissioned Minister in good standing with significant administrative and educational experience.
- Advanced degrees preferred, but not necessary.
- Possesses knowledge in the structure of the LCMS and its districts.
- Is committed to the goals, objectives and missional nature of the SWD and the LCMS.
- Works cooperatively and collaboratively with the District President, Vice-Presidents, other Executive Staff, support staff, principals, and teachers to facilitate the mission and ministry of our Lord among congregations.
- Demonstrates qualities of being a servant leader, facilitator, learner, listener, coordinator, encourager, problem solver, planner, strategist and catalyst.