

**PRE-CALL MEETING INFORMATION: PRINCIPAL**

*Form must be completed, saved, and e-mailed to the district president and  
lutheranschools@wels.net no later than two weeks prior to the call meeting.*

<i>Congregation/School:</i>		<i>ID#:</i>	
<i>Street:</i>		<i>Phone:</i>	
<i>City, State, Zip:</i>		<i>E-Mail:</i>	
<i>Date of call meeting:</i>			
<i>Pastor(s):</i>		<i>Date:</i>	
<i>Current enrollment:</i>			
<i>Number of teachers including principal:</i>			

1. Complete this sentence: *Our school exists to . . .*

2. List your school's strengths.

3. List areas of challenge for your school.

4. Complete this sentence: *The word or phrase that best describes our current school climate is*

5. Rate your school in the following areas (1 is weak; 5 is excellent)

<i>1-5</i>	<i>Area</i>	<i>Comments?</i>
	<i>unity and cohesiveness of staff</i>	
	<i>friendly and welcoming to parents and visitors</i>	
	<i>outreach</i>	
	<i>overall concern for the <u>spiritual</u> needs of the students</i>	
	<i>keeping families and the congregation informed (newsletters, announcements, etc.)</i>	
	<i>congregation's confidence and satisfaction with the school</i>	
	<i>congregation's support of the school</i>	
	<i>family involvement and support of school programs</i>	
	<i>financial support of the school and called workers</i>	
	<i>carrying out discipline in the school</i>	
	<i>being open and willing to change</i>	

6. If you could change just one thing to improve your school's ministry, spirit and life, what would it be?

7. Two things for which your school most needs its new principal are:

--	--

8. The most important project for our school's well-being

• <i>this year is:</i>	
• <i>three years from now is:</i>	
• <i>long range is:</i>	

9. One thing we would like our new principal to know about us is the following:

10. What range of years of experience both as a teacher and a principal do you desire your principal to have?

11. How many hours of **Scheduled Administrative and Leadership Time (SALT)** will your principal have each day to fulfill his administrator and leadership roles?

*SALT hours are non-teaching hours during the school day which the principal uses for supervision of instruction, curriculum development, administration, and leadership roles. Please keep in mind that the WELSAA standards call for 1 hours per week of SALT time for every 7.5 students enrolled in the school. E.g. 30 students = 4 hours/week of SALT; 50 students = 6-7 hours/week of SALT; 75 students = 10 hours/week of SALT; 100 students = 13.3 hours/week; 150 students 20 hours/week. These should be considered minimums.*

<i># of students in school</i>	<i>Divided by 7.5 =</i>	<i>Hours of SALT/Week</i>
	<i>/ 7.5 =</i>	

12. Please check all of the activities below that are expected and can realistically be accomplished in the SALT which is provided.

<i>Staff development</i>	<i>Curriculum development</i>
<i>Budgeting &amp; finances</i>	<i>Manage building and grounds concerns</i>
<i>Develop and carry out a process for using the school for outreach</i>	<i>Maintain relationships and partnerships with area Lutheran High Schools</i>
<i>Long-term planning</i>	<i>Arrange for meeting the exceptional education needs of individual students and maintain</i>

			<i>relationship with local public resources</i>
	<i>Strengthen spiritual focus</i>		<i>Oversee student transportation</i>
	<i>Maintain relationships with local public, private, &amp; federation elementary schools</i>		<i>Oversee additional programs (e.g. hot lunch, child-care, before and after care, tuition management, endowment, third-source funding, summer school programs)</i>
	<i>Parent communication</i>		<i>School discipline</i>
	<i>Prepare reports for and attend church council and voter's meetings</i>		<i>Provide annual school data and reports to WELS Commission on Lutheran Schools</i>
	<i>Assure compliance with laws</i>		<i>School promotion (congregation &amp; community)</i>
	<i>Work with conflict resolution</i>		<i>Cultivation of school prospects</i>
	<i>Care for faculty &amp; staff</i>		<i>Campus safety</i>
	<i>Develop, record, and implement school policies</i>		<i>Strengthen Board of Ed. Work with pastor &amp; congregation leaders</i>
	<i>Administer the office</i>		<i>Supervision of instruction</i>
	<i>Oversee student testing programs</i>		<i>Continuous professional growth</i>
	<i>Manage volunteers</i>		<i>Strengthen school culture / climate</i>
	<i>Develop &amp; share crisis management plans</i>		

13. Describe the secretarial assistance that will be provided to assist with administrative duties in the school?

14. Are there any other duties associated with this call in addition to serving as principal? YES NO

*Please check any that apply and rate their importance from 1 to 3 with 1 being the most important and 3 being the least important.*

<i>Check</i>	<i>Rating 1-3</i>	<i>Duties</i>
		<i>teaching grade(s) _____</i>
		<i>coaching</i>
		<i>coordinating technology for the school</i>
		<i>athletic director</i>
		<i>organist</i>
		<i>choir director</i>
		<i>Sunday School superintendent</i>
		<i>VBS director</i>
		<i>other (specify)</i> _____