

Section IV: Personnel

A competent staff is essential to a quality Lutheran school. The performance of the instructional, administrative, and auxiliary personnel, functioning as a unit, should reflect the stated philosophy and objectives of the school.

RESPOND TO THE FOLLOWING:

A. State the educational requirements and/or credentials for your professional personnel.

Professional personnel at Zion will be synodically trained or seek colloquy. They will obtain and maintain a Minnesota State teacher's license. They will also pass a criminal background check.

B. What is the student/teacher ratio?

The average classroom student/teacher ratio is 10:1. The LSEM classroom ratio is 1:1 or 2:1.

C. Describe the content and frequency of staff meetings and evaluate their effectiveness.

The staff meets daily before school from 7:15 to 7:45pm. The agenda is set by the principal and the meeting opens with a student/faculty devotion. Topics of concern for upcoming events as well as education related topics fill this portion with room for faculty input. The staff is knowledgeable of things that are going on and they have the opportunity to share their input.

D. Describe how new staff members are helped to become successful members of the faculty and integrated into congregational life.

Other teachers are helpful and available for questions. The principal also reviews handbooks, policies and curriculum with the new staff. New staff are encouraged to be involved in some aspect of the congregation, but it is not mandated.

E. Describe ways in which teachers demonstrate their personal relationship with Jesus Christ and their dedication to the Lutheran teaching profession.

Teachers conduct daily devotions and lead chapel services. Regular church attendance and involvement in congregational activities also show their dedication and personal relationship with Jesus. Our teachers show by example as well as the sharing of their personal faith. Further proof of their dedication is shown by their willingness to work together to make good things happen for children.

F. Describe the entire process, including background checks, used in engaging faculty and staff.

Zion Lutheran Church will make every effort to call a qualified, synodically trained person to serve as a teacher. When a position needs filling, announcements are placed in the church newsletter and bulletin. The Board of Education and/or administrator interviews the applicants and select personnel. The LCMS District Office is contacted for biographical information on workers in the field who may meet our needs. Concordia Universities are contacted for possible candidates. The Board of Education reviews names and information and recommends a list to the congregation for the formal call. During the call process, a background check will be made on the candidate.

G. Describe the ways teachers are equipped in current instructional technology.

Faculty in-services have been held as new features have been added to our technology materials. They have received instruction using the smart board and laptops as well as the en-grade program. Teaching staff are equipped with Mac laptops for daily planning. Projectors are available for teacher/student use.

H. Describe the ways staff members are equipped in current technology.

Staff members would consist of the school/church secretary and school cook. The school/church secretary continues to stay updated on current software. Our cook is assisted by the school secretary in all on-line correspondence with the state. Both the secretary and cook received training by the state to complete their reports on-line. All staff have cell phones for communication.

ATTACHMENTS:

- * Your staff development plan.
- * Policy and Procedures on Preparing Volunteers.
- * The faculty handbooks.
- * Job descriptions for all positions.

Standard 4:

A Qualified and Competent Staff Serves the School.

REQUIRED INDICATOR OF SUCCESS:

Indicate whether or not the school meets the required indicator of success by circling **Yes** or **No**.

YES NO 4:01* All school personnel demonstrate agreement with the stated school mission.

GENERAL INDICATORS OF SUCCESS

General Indicators of Success help the school quantify its compliance with the Required Standard. Evaluate your school's compliance with each General Indicator of Success using the criterion defined below. In the "Comments" section related to that indicator, specify how your school falls short of full compliance for any indicator marked less than "Met in Full."

Met in Full—The indicator of success has been completely accomplished by the school. It is verifiable through evidence and documentation.

Mostly Met—The indicator of success has been partially accomplished by the school. Documentation and evidence regularly indicate that the school is well on the way toward full accomplishment of the indicator.

Rarely Met—Infrequent implementation of an indicator of success. This indicator rarely occurs in the school and evidence and documentation for compliance are minimally present.

Not Presently Met—There has been no progress by the school toward the accomplishment of this indicator of success

4:02 All full-time faculty members are on or eligible to be on the roster of the Synod.

 3 **Met in Full (3)** **Mostly Met (2)** **Rarely Met (1)** **Not Presently Met (0)** 3

4:03 Professional staff members have appropriate teaching certificate(s) from the state and meet requirements for their specific assignments.

 3 **Met in Full (3)** **Mostly Met (2)** **Rarely Met (1)** **Not Presently Met (0)** 3

4:04 Each teacher holds a bachelor's degree.

 3 **Met in Full (3)** **Mostly Met (2)** **Rarely Met (1)** **Not Presently Met (0)** 3

4:05 The average student/professional personnel ratio is appropriate for the age and level of the students and ensures optimal student growth. The number of staff persons is adequate to provide effective instruction and supervision for students at all school activities.

 3 **Met in Full (3)** **Mostly Met (2)** **Rarely Met (1)** **Not Presently Met (0)** 3

4:06 Support staff (e.g. teacher assistants, student teachers, nurse) meets state standards for their specific assignments.

 3 **Met in Full (3)** **Mostly Met (2)** **Rarely Met (1)** **Not Presently Met (0)** 3

4:07 Appropriate policies related to support staff are established and practiced.

 3 **Met in Full (3)** **Mostly Met (2)** **Rarely Met (1)** **Not Presently Met (0)** 3

4:08 Adequate training for support staff is provided.

 3 **Met in Full (3)** **Mostly Met (2)** **Rarely Met (1)** **Not Presently Met (0)** 3

4:09 **Appropriate policies and training for volunteers is in place.**

 3 **Met in Full (3)** **Mostly Met (2)** **Rarely Met (1)** **Not Presently Met (0)** 3

4:10 If specialists (e.g., counseling, guidance, special education, physical or occupational therapy, reading, speech) are needed by students in the school, the school provides them or makes referrals to specialist as appropriate.

 3 **Met in Full (3)** **Mostly Met (2)** **Rarely Met (1)** **Not Presently Met (0)** 3

4:11 Academic transcripts, copies of state teaching certificates, and other necessary information about all professional personnel are kept on file in the office.

 3 **Met in Full (3)** **Mostly Met (2)** **Rarely Met (1)** **Not Presently Met (0)** 3

4:12 Processes for teacher supervision/evaluation/growth have been adopted and are implemented by the administrator.

 3 **Met in Full (3)** **Mostly Met (2)** **Rarely Met (1)** **Not Presently Met (0)** 3

4:13 Teachers attend workshops, conferences, seminars and training appropriate to their position. LCMS rostered teachers are provided with opportunities to attend LCMS events.

 3 **Met in Full (3)** **Mostly Met (2)** **Rarely Met (1)** **Not Presently Met (0)** 3

4:14 Each teacher demonstrates a personal relationship with Jesus Christ and a commitment to teaching Lutheran teaching.

3 Met in Full (3) Mostly Met (2) Rarely Met (1) Not Presently Met (0) 3

4:15 Each teacher is a member of at least one professional organization.

3 Met in Full (3) Mostly Met (2) Rarely Met (1) Not Presently Met (0) 3

4:16 A program of staff development is provided wherein professional personnel have opportunities and support for professional and spiritual growth.

Met in Full (3) 2 Mostly Met (2) Rarely Met (1) Not Presently Met (0) 2

Comment: Staff development opportunities are presented for the staff (i.e. in-service regarding evaluation of teaching style and student learning styles, CPR, access to educational journals and other professional educators and agencies). Opportunities and support for professional and spiritual growth are available via Bible studies, devotions, prayer at daily staff meetings, etc. Professional growth is further enhanced through the distribution of pertinent information and offering of appropriate workshop opportunities. Funding is not budgeted for staff members wishing to attend a workshop that is suitable for their roles as educators.

4:17 A nondiscriminatory salary and benefit scale has been adopted by the board and implemented for all personnel.

Met in Full (3) 2 Mostly Met (2) Rarely Met (1) Not Presently Met (0) 2

Comments: Zion's voters at the third quarterly meeting set teacher salaries. Recommendations are given by the church council with consultation of the Board of Education and elders who have reviewed the District's current compensation table, as well as salaries of the staff of other churches in the Carver Circuit.

4:18 Teachers who have congregational leadership responsibilities (e.g. music, youth, part time educational agencies, athletics) are given appropriate time and compensation for those responsibilities.

3 Met in Full (3) Mostly Met (2) Rarely Met (1) Not Presently Met (0) 3

4:19 Opportunity and support are provided so that all teachers are equipped in current instructional technology.

3 Met in Full (3) Mostly Met (2) Rarely Met (1) Not Presently Met (0) 3

Total 52

COMMENT ON THE WHOLE SUBSECTION ON PERSONNEL:

- A. Is the required indicator of success met? **YES**
- B. Is the total for the indicators of success a minimum of 36 points? **YES**
- C. Based on this portion of the self-study, what are the strengths of your school?

Our staff are all committed Christians demonstrating a true love of Jesus Christ in teaching the children. The combined talents and expertise of the teachers are utilized to make a fine program at Zion.

- D. Based on the concerns identified in your self-study, you will develop future plans to improve your school. Identify every item marked as less than "Met in Full" with specific plans for action to be taken by the school over the next cycle of accreditation. Any areas identified as needing improvement in the "Respond to:" component must also be included in the proposed school action plan and addressed in the cumulative annual report.