



## Profile of a Legacy Employee - Staff

### Basic Staff Expectations

*All staff members at Legacy Christian Academy are expected and required to:*

- Be dedicated to and act in accordance with the school's mission and core values;
- Be accountable for job duties and responsibilities;
- Develop and maintains a positive attitude and atmosphere that inspires others to do the same;
- Uphold professional standards of appearance, punctuality, courtesy, and discretion;
- Appropriately carry out specific projects, supervision roles, advisory programs, assigned job duties, meetings and other items as determined by the Head of School, Principal, or Supervisor;
- Maintain professional credentials and/or certification, if applicable;
- Engage in professional and timely communication/follow-up with colleagues, parents, and students; and,
- Be committed to professional growth and improvement.

### Characteristics of Professional Excellence

*The staff of Legacy Christian Academy commit to these characteristics as the foundation of our efforts to serve the needs of our students, colleagues, and school.*

### Healthy Relationships and a Life-Giving School Culture

- ***Welcoming – Encourages a positive LCA Culture:*** I will strive to help build and maintain a culture that makes students, parents, and colleagues feel welcomed and part of the community. I will greet students daily, with my interactions being positive, friendly, and Christ-centered. I will view admissions as part of everyone's job, and will strive to promote the school in new and innovative ways. I will participate in LCA events, and promote our school to those in my community.
- ***Unified and loyal teammate:*** I demonstrate through words and actions a genuine commitment to the school, its purpose and goals, and fellow staff. My conversations with others are constructive, upbeat, and professional. I work hard every day to contribute to a healthy learning, growing, and mutually supportive environment for and with my colleagues. I will support my colleagues publically and deal with conflicts privately and biblically.

- ***Can-do, positive attitude:*** I believe a solution can be found regardless of the challenges I face and believe the outcome will work for good. I resolve to stay committed to the goal at hand regardless of the circumstance. My attitude is one that is positive, supportive, and optimistic and will be noticed in both my disposition and reaction to situations. I bring my “A” game every day to promote the mission of the school. I passionately and energetically demonstrate my enthusiasm for my work, colleagues and students while striving to engender similar enthusiasm in them.

### **Christ-Like Living:**

- ***Biblical role model:*** I am committed to making decisions in my work and life that glorify God and elevate Christ. I am committed to practicing spiritual disciplines such as prayer and Bible study. I am actively involved in a church and seeking to live a life that encourages students to know and love God and each other. I recognize the need for personal renewal and the priority of family in my life.

### **Professional Responsibilities:**

- ***Part of the solution: (Solves problems/makes decisions):*** In addition to identifying challenges, I come with ideas, methods, and a willingness to help solve those challenges. I am willing to set aside personal goals and objectives based on what is best for the greater good and recognize that doing whatever it takes may inconvenience me and require hard work.
- ***Customer Focus:*** I go above and beyond to build and maintain customer satisfaction with my customers (students, parents, prospective parents/students, co-workers, other). I work to make decisions that balance commitment to the school mission and customer. I will respond to all communications within 24 hours or less, and will work at finding good solutions for my customers. I will demonstrate active listening and ask clarifying questions in order to meet the needs of my customer by understanding the details of their question or request. Without question, I will exercise self-control when dealing with a stressful situation, and will maintain professionalism.
- ***Personal Effectiveness (Accountable, Detailed, Efficient, Ethical, Honest, Motivated, Responsible, Trustworthy):*** I will portray a professional demeanor and represent Legacy in the best light. I will hold myself accountable and complete the job requirements listed in my job description with efficiency and attention to detail. I will look for ways to be cost conscious, and implement process improvements. I get the job done to the best of my ability for God’s glory.

- **Management Qualities** (Coach/Mentor, Fiscally Responsible, Strategic Vision, Leader, Employee Supervision): I manage my staff in ways that improve their ability to succeed on the job by providing on-going constructive feedback/coaching, setting clear expectations, and recognizing hard work and results. I treat staff fair and consistently. I think strategically and work in a way to move the Strategic Plan forward. My mindset is to be fiscally responsible and utilize budget dollars wisely. I gladly share my expertise and advice with others, and lead with humility, service and a focus on people.
- **Communication** (Verbal, Written, Timely, Follow-up): I will listen to others, and express my ideas using clear and concise language for my audience and readers. I will respond to requests by my customers and LCA staff in a timely manner. I will shut down gossip or unproductive conversations, and will be a part of helping to resolve conflicts. I will have on-going communication with colleagues and families that builds trust, and I will take initiative to establish strong, long-lasting relationships.
- **Professional Development:** I will take ownership of my development and set/achieve SMART goals that are transformative in nature. I will be committed to continually growing as a professional. I look for opportunities to network with other Christian schools or applicable professionals or associations.