



Head of School Job Description

Title: Head of School

Supervision: School Board

Summary: The Head of School is responsible for to work with the board to develop and carry out the mission of the school that is thoroughly and distinctively Christian.

Duties:

- To develop and maintain a school that is academically sound and high quality, incorporating the Biblical worldview and a distinctively classical approach.
- To serve as the education leader of the faculty, staff, and student body
- To assume responsible leadership of the school's programs
- To encourage faculty and staff to prevent crisis and deal with those that happen in a godly manner using principles of Christian reconciliation and conflict resolution

Instructional Leadership:

- To pray daily for all members of the faculty, staff and board members
- To work continuously with the faculty and staff to refine the aims and objectives of the Christian educational program
- To work with the academy board Curriculum Chair to develop a sound in-service program to promote the ongoing academic and spiritual growth of the faculty and staff
- To see that the academy and its classrooms are well equipped, and the faculty and staff have the necessary quality and quantity of teaching resources
- To see that all scheduling is done well, utilizing faculty, staff and facilities efficiently and cost effectively

Financial Planning and Performance:

- To work with the business manager and the Finance and Legal Committee of the academy board on the development and management of the annual budget
- To explain to the faculty and staff the policies and procedures regarding the ordering of materials and supplies
- To work with the Finance and Legal Committee of the academy board to make annual recommendations to the board regarding the improvements of salary and fringe benefit packages
- To oversee the fundraising efforts of the classrooms to pay for field trips and wish list items and to communicate these efforts to the Parent Teacher Fellowship organization to avoid overlaps or miscommunications



Strategic Vision and Planning

- To work with the academy board to develop annual goals and objectives
- To work with the administrative team to lead the board in short- and long-range planning of the academy
- To work with the academy staff and faculty to seek and/or maintain Accreditation by the Association of Christian Schools (ACSI)

Personnel Administration

- To lead in the recruitment, interviewing, recommendation, and hiring of a quality faculty and staff in collaboration with the Personnel Committee of the academy board
- To promote the continuing education, training and professional growth of the faculty and staff
- To handle all personnel needs and grievances
- To lead in the performance evaluation of all faculty and staff and, if necessary, dismiss any employee who does not perform satisfactorily
- To be the source of communication between the board and faculty and staff

Research and Organizational Development

- To seek the Lord daily to discern the academy's needs, problems, and potential solutions
- To keep informed of major trends in education and law pertaining to children and Classical Christian education in general
- To serve as educational consultant to the board by providing information and counsel
- To lead the faculty in teaching teams to identify and solve the academy's educational problems
- To maintain an appropriate standardized testing program
- To take the lead while working with the Admissions Coordinator to recruit, interview and enroll qualified students in the academy's program
- To seek necessary legal counsel in communication and cooperation with the academy board



Marketing and Public Relations

- To work with the academy board to develop and maintain an effective method for articulating the mission and vision of the academy of parents, alumni, donors, churches, and the public
- To establish and maintain appropriate professional relationships with sponsoring churches, other Christian schools and churches, other private schools, the public school district and state or federal agencies
- To establish and maintain appropriate relationships with professional organizations at the state, regional, national, and international levels

Other

- Other duties assigned by the board