



## HEAD OF SCHOOL (HOS) JOB DESCRIPTION

### **OVERVIEW**

The Head of School is appointed by the Board of Trustees and is responsible for implementing the mission and policies of the Board.

### **RESPONSIBILITIES**

#### **Educational Leadership**

- Recruit, train, coach, evaluate, and retain faculty and staff whose philosophies and capabilities match those of the school.
- Oversee implementation of the curriculum.
- Implement strategies for establishing a safe and orderly environment.
- Evaluate and promote technological education as a tool for enhancing academic success.
- Teach in the classroom as determined by need, at least one class per day.

#### **Christian Leadership**

- Promote a warm Christ-centered atmosphere within Wing Classical Academy.
- Implement programming which encourages personal relationships with God.
- Lead morning ceremonies and lead or coordinate weekly chapel.
- Develop coaching and behavioral support methods based in Christian virtue.
- Lead faculty and staff in continuing spiritual maturity.

#### **Communication**

- Describe Wing's mission, vision, and philosophy in an engaging, enthusiastic manner.
- Present ideas and initiatives with clear and concise language.
- Develop systems for open and transparent communication with the Board, parents, students, faculty, staff, and other constituencies.
- Implement strategies for partnering with families.
- Serve as the school's primary spokesperson.
- Provide strong, collaborative leadership to ensure consensus on future direction.

#### **Culture Building**

- Along with the Board of Trustees, provide leadership to a planning process that will provide a rigorous and spiritual education for students.
- Remain abreast of educational and cultural trends and develop initiatives when appropriate.
- Show involvement in the daily life and activities of students.
- Oversee all administrative, academic, extra-curricular, and student programs to achieve a complete classical Christian education experience.
- Develop and implement enrollment strategies for recruiting students/families.

#### **Administration**

- Establish objectives, procedures, and measures to ensure operational efficiency.
- Ensure compliance with relevant local, state, and federal guidelines.
- Review and revise school marketing (internal and external).
- Set school calendar. Set daily schedule.
- Monitor weather conditions and communicate school closures.
- Work with the Board to establish emergency and safety protocols.
- Collaboratively prepare monthly reports and annual budget with the Board.
- Develop and implement strategies to engage donors.
- Adhere to all policies and procedures determined by the Board.

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### **PREFERRED QUALIFICATIONS**

#### **Professional**

The Head of School:

- Loves teaching children.
- Is a content-master, with a demonstrated commitment to continued learning.
- Has experience in Classical Christian school administration.
- Has demonstrated skill as supervisory leader and with human resource management.
- Has experience with Classical Christian curriculum and pedagogy.
- Has experience creating and managing budgets.
- Has a Bachelor's Degree in a related field.

#### **Spiritual**

The Head of School:

- Publicly professes their belief in Jesus Christ as Lord and Savior and lives a life that reflects maturity and intimacy with God.
- Is a servant-leader whose conduct exemplifies Biblical principles.
- Has genuine excitement and passion about Christian leadership.
- Demonstrates a desire to support and encourage faculty and staff in their own Christian leadership capabilities.
- Has experience leading Christian academic and devotional studies.

#### **Personal and General**

The Head of School:

- Is an excellent communicator, both verbally and as a writer.
- Has enthusiasm for and appreciation of the school's mission.
- Has strong interpersonal skills.
- Is able to build a team and lead it effectively.
- Is able to mentor and coach others.
- Has a professional demeanor with an ability to develop partnerships with parents, staff, and community.
- Is able to solve problems, celebrate successes, and learn from failures.
- Has insight into contemporary culture and the challenges facing families, youth, and Classical Christian education.

### **WORK YEAR**

This position is a full-time position that works 12 months a year.