

Job Description Headmaster

Reports to: Board of Directors

Supervises: All faculty and staff, both teaching and non-teaching

Position is: Year-round

Qualifications:

- Prefer 3-4 years prior relevant experience
- Masters in Education Administration or higher
- For the state of Tennessee, we prefer the applicant have a Professional Administrator License and/or the Instructional Leadership License – or similar licensing in another state

The Headmaster is appointed by the Board of Directors to administrate the implementation of the school’s mission and philosophy. He/she is an educational director who provides day-to-day educational leadership for the school. Specifically, the Headmaster is responsible for:

Relationship with the Board

- Brings to the attention of the Chair of the Board of Directors such matters and data about the needs and operation of the school as are appropriate to keep the Board fully informed to meet its responsibilities
- Serves as chief communicator between the Board and the faculty and staff
- Will attend Board meetings as specified by the Board
- Maintains a professional working relationship with the Board of Directors
- Knows and implements the policies of the school
- Coordinate with the Board when issuing faculty contracts and other school related contracts

Reports of Information and Data

- Attend Board meetings and Board committee meetings and report pertinent news
 - Submit to the Board recommendations on all personnel actions such as appointment, assignment, promotion, transfer, job performance evaluations, and dismissal
 - Is responsible for the preparation of monthly financial statements to the Board on various matters concerning the school’s financial health, including enrollment, outstanding accounts, income, expenditures, and cash flow projections
 - Prepares a complete annual budget proposal for submission to the Board of Directors with the assistance of the Board’s Finance Committee
 - Notify Finance Committee prior to initiating any variances from budget

Organization

- Creates an appropriate and strong management team for the school. Shares and delegates to his or her immediate subordinates such that they will be prepared to collectively lead the school should the Headmaster suddenly become incapacitated
- Promotes an internal organization that permits transparent, open communication – up and down
- Works to produce smooth day-to-day internal operations

Planning and Analysis

- Develops school improvement plan with the faculty and staff. Participates with the Board in strategic planning
- Keep abreast of current educational trends and implement them as deemed appropriate for the school by attending workshops/seminars, by reading DOE memos, and by doing personal research
- Annually attend professional development workshops

Academic Programs

- Help faculty design, implement and administer student academic programs and services appropriate to the needs of those enrolled and consistent with the school's values, teaching style, and mission/philosophy. Develops systems of scheduling to accommodate these academic programs and services
- Sets standards of participation and achievement in each of the following areas:
 - Provides leadership in the process of curriculum development
 - Provides assistance and support to the faculty and staff in their efforts to develop progressive curricula that reflect the school's values, teaching style, and mission/philosophy
 - Promotes hands-on learning experiences and enrichment opportunities
- Co-curricular: Organizes activities, elective offerings, cultural exposures, fine arts, and athletics sufficient to round out the school's academic program and provide for student interest development
- Character Development: Implements formal and informal programs that relate to high moral and ethical conduct; to include counseling and advisory programs, a system of positive discipline that promotes kindness, courtesy, respect, responsibility, integrity, and love of learning.
- Student life: Establishes and oversees programs for after hours and occasional weekends, including extended day programs, summer camps, and recreational and cultural activities

Personnel

- Defines the teaching and non-teaching professional faculty positions needed to implement the school's programs and recruits highly effective teachers and staff to fill them
- Establishes productive working conditions, discipline, training and development of all professional staff
- Oversee faculty certification and licensure process and perform formal observations as needed
- Determine standards and take appropriate steps to measure and maintain reasonable performance and professional growth among immediate subordinates and, through them, all professional employees; dismiss those who fail to meet the standards
- Establishes practices and procedures to promote harmonious and constructive relationships among all of the school's professional staff. Consciously works to establish an atmosphere of team building and planning. Follows a collegial managerial style rather than authoritarian.
- Maintains personal contact with all school staff members, fostering good public relations, promoting high morale, and identifying personnel problems as early as possible. Encourages similar conduct among subordinates
- Recognize, coach, and provide meaningful feedback through active performance management throughout the school year

Program and Service Support

- Be responsible for the safety and security of all the school's students and staff; oversee the safety and security plan
 - Ensure that all state codes – health, fire marshal, etc. – are in compliance
- Works with staff to identify curriculum needs in terms of teaching materials, faculty, and program support
- Approves and administers rules and procedures in the Student Handbook and Teacher Handbook
- Works to promote harmonious relationships between students, faculty and administrators, recognizing the importance of developing each individual
- Oversees the evaluation of student progress and systems for communicating with parents. Works with the faculty to develop and implement procedures for tracking student status and progress and for intervening early when concerns are identified. Meets with the faculty regularly to discuss student progress, and assures and facilitates contact and follow-up with families as needed

Finance

- Prepares a complete annual budget proposal for submission to the Board of Directors with the assistance of the Board's Finance Committee
- Once the year's budget is approved by the Board, ensures that the available financial resources are carefully managed within the budgetary guidelines. Notify the Finance Committee prior to initiating any variances from the budget.
- Is responsible for the preparation of monthly financial statements to the Board on various matters concerning the school's financial health, including enrollment, outstanding accounts, income, expenditures, and cash flow projections
- While the task may be delegated to subordinates, is ultimately responsible for ensuring that all student accounts are up-to-date

Enrollment

- Recommends enrollment objectives with respect to student numbers, character, and qualities to predict success at the school and executes programs to achieve them – to include recruiting and retaining students in numbers sufficient for sound school finances
- Works with the Board of Directors and faculty to establish and administer standards and procedures for admission and dismissals
- Collect Exit Interviews to families leaving the school to determine our strengths and weaknesses

Community Relationships

- Maintain positive/ constructive relationships between current families and alumni
- Encourages meaningful alumni, parent, and past parent participation in events that aid and support the goals of the school

School Image

- Interpret the school and its programs to the public and strives to personify the school
- Speak at (at least) two different community events a year
- Serve as the primary spokesperson for the school
- Give tours to potential students/families and informational packets as needed
- Market the school via the website
- Provide personal communication to prospective families

Fundraising

- Participates actively in planning for all fundraising efforts
- Actively supports and encourages the school's fundraising efforts
- Assists in the fundraising efforts by articulating in many different settings the school's unique vision and the value of the goals for which funds are being raised