



## **Head of School**

**REPORTS TO:** Board of Trustees

**QUALIFICATIONS:**

- Bachelor's Degree
- Master's Degree
- Mid-Management Certification

**JOB GOALS:**

The **Head of School** shall be a member ex officio of all standing committees of the board.

He or she shall be the representative of the board in its relations with the faculty, staff, students and the patrons of the corporation.

The head of school shall select and hire properly qualified persons to serve as members of the faculty and administration (including some members of the board in an advisory role for those key hires of other administrators who interface regularly with the board, such as admissions, finance, development officers in particular).

The Head of School shall have direct supervision of the faculty and staff and shall coordinate the activities of the entire organization. The Head of School shall hold regular meetings of the faculty and staff and see that the general policies of the board are understood and followed.

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Collaborative leader.
- Embody, manifest, and advocate the mission of the school.
- Articulate the vision for the school and its future.
- Monitor and address all matters of school climate and culture.
- Manage the sometimes competing demands of the various constituencies of the school.

- Provide to the board of trustees various scenarios and possibilities for the board to consider as it does its work focusing on the strategic future of the school.
- Work with the board of trustees, its chair, and its committees in carrying out established school policies; to review those policies and make recommendations for changes; to attend meetings, prepare reports, maintain board records, and keep trustees informed on all aspects of the school's operations.
- Supervise the all programs of the school (academic, athletic, ethical, and other extracurricular programs); to monitor curriculum, grading, testing, and reporting to parents; to prepare for and conduct periodic program evaluations; to submit reports to external agencies as required; to establish disciplinary policies and standards of conduct.
- Supervise the business manager in the preparation of preliminary and final budgets; to monitor income, expenditures, collections, and cash flow; to maintain appropriate financial records; to oversee the employee benefit program.
- Supervise the admissions director in determining programs for the recruitment of students, including marketing and outreach, information dissemination, applicant testing and interviews, acceptance decisions, and enrollment..
- Represent the school to all of its constituents including neighborhood, parents, students, alumni, business community, faculty, and staff.
- Supervise the development director and development efforts to cultivate and effect generous support of the school, and support development volunteers in fundraising events.
- Handle all matters regarding employment, retention, and dismissal of personnel; salaries and contracts; job assignments and performance evaluation; and orientation and training. To prepare employee handbooks, and maintain appropriate personnel records.
- Represent the school in its relations with state and federal agencies and with local, state, regional, and national educational organizations and accrediting agencies.
- Supervise the college counselor in planning for an appropriate program for college guidance and college admissions.
- Act as liaison with the other organizations to ensure fulfillment of the school's contractual obligations; to coordinate schedules, arrange for rentals, and coordinate procedures where the interests of both organizations are involved.
- Supervise and/or assist with all other aspects of the school's operation, including (but not limited to) facilities maintenance and operation, food service, transportation, summer programs, development and fundraising, Parent Teacher Council, and alumni affairs.