
Position Description

Job Title:	Head of School
Reports To:	School Board
Position Status:	Full Time - Exempt

Overview: The Head of School is the Chief Executive Officer of the school and carries out the policies established by the School Board. The Head of School is the School Board's sole connection to the school's operations, achievements, and conduct. The Head of School is appointed by the Pathway Church Elder Board upon recommendation by the School Board. Subsequently, the Head of School is appointed every two years by written contract after careful consideration of his/her spiritual and academic qualifications and the School Board conducted evaluation. Master's Academy is a ministry of Pathway Church, which is a member of the Church of God (Anderson, Indiana). The school is a separate incorporated non-profit organization with its own board, policies, and financial responsibilities. Master's Academy is an accredited member of The Association of Christian Schools International.

Qualifications/Competencies:

SPIRITUAL AND PERSONAL

The individual's life should reflect the following:

- A clear Christian testimony and a Christian role model in the school and community
- Committed to and growing in Christ as evidenced by: accountability to a local Christian fellowship; Christian commitment in personal and professional life; maturing biblical worldview
- A mature, godly spirit and practitioner of Matthew 18 model (see Employee Handbook)
- The qualities of a servant leader
- Confidential and discerning
- Professional demeanor
- Able to speak the truth in love
- Accountable to authority; understands jurisdiction
- Concurs with MAVB Statement of Faith/Core Values (see Employee Handbook)
- Concurs with MAVB Statement of Marriage, Family, and Human Sexuality (see Employee Handbook)
- Upholds MAVB stated mission (see Employee Handbook)
- Supports MAVB Philosophy of Education (see Employee Handbook)
- Free of criminal history and illicit use of drugs

EDUCATION, COMPETENCIES, AND CHARACTERISTICS

- A demonstrated commitment to Christ and to Christian education; enthusiastic support of the mission and vision of Master's Academy
- Be a teacher of teachers and have a passion for biblical worldview education
- Minimum of a Masters degree with educational leadership or related field preferred
- Computer proficiency

- Be a competent business manager and financially astute
- Be a good communicator, both verbal and written
- Be a person of balance, maintaining priorities in personal, family, work, and spiritual life

1. Key Responsibilities:

- **Administrative:** create and nurture a strong faculty and staff team with equitable workloads, ensuring the group is prepared to lead the institution; coordinate weekly faculty meetings and staff devotions; ensure smooth day-to-day operations; coordinate special days, programs, and awards; prepare the academic calendar; establish and coordinate the chapel program and schedule; coordinate enrollment, including student screening and family interviews; supervise and evaluate faculty and staff performance and address any issues in a timely manner
- **Planning:** initiate periodic planning sessions; develop tactical plans with key team members; keep informed of educational trends and research in similar institutions
- **Personnel:** define teaching and non-teaching positions needed to operate the school; select and employ qualified personnel; coordinate faculty and staff in-service training; oversee faculty supervision and evaluation; determine standards for performance and growth; set fair expectations, equitable compensation, working conditions, and training; dismiss those who fail to meet the school's standards; establish personnel policies; review and update position descriptions and employment contracts for all faculty and staff positions; maintain personal contact and strive to develop practices and procedures that promote harmonious and constructive relationships
- **School Environment:** ensure and provide for the safety and well-being of all students; administer rules governing the student body; strive to create and maintain an aesthetically attractive environment compatible with the character of the institution; coordinate and maintain facilities with Pathway Church; coordinate the operation and maintenance of school facilities, including athletic fields, playgrounds, etc.; work to promote harmonious and constructive relationships among and between students, faculty, staff, and families, recognizing the importance of the development of each individual; coordinate all maintenance issues with the church administrator and/or head custodian
- **Financial:** coordinate the financial plan and annual budget with the School Board treasurer; recommend tuition rates and fees to the School Board; maintain a system of cost control to foster efficiency consistent with high standards of education and limitations of the budget; manage a cost-effective system of purchasing, billing, and accounting; approve expenditures
- **Enrollment and Recruitment:** establish enrollment procedures; promote the school in effective and cost-efficient ways; develop and maintain a growth strategy that allows the school to be more effective in impacting the world for Christ; establish standards and procedures for student admissions and withdrawals; direct families with financial need to appropriate assistance opportunities
- **Fundraising and Marketing:** encourage meaningful events that aid and support the goals of the school; propose realistic fundraising goals and assist in the solicitation and cultivation of major prospects; coordinate all fundraising with the Director of Development; build positive relations with local businesses and community organizations; develops relationships with key partners/donors
- **Constituent Relations:** encourage meaningful parent participation in events that aid and support the goals of the school; respond to special interest groups; maintain programs

that contribute to positive relations within the local community; maintain constructive liaisons with other educational institutions, associations, and government authorities; seek to build liaisons with other educational institutions (public and private schools), associations, and government authorities

- Institutional Image: function as the spokesperson for the school; explain the school and the school's mission to the public; personify the school and its mission; suggest any supplemental enterprises compatible with the school operations to the School Board
- Other: develop a growth strategy which will allow the school to be more effective in its mission, particularly impacting the world for Christ. Maintain a strong working relationship with Pathway Church. This will entail keeping clear lines of communication open with various staff members, attending church staff meetings as needed, and attending meetings with the Lead Pastor as requested. Ensure that the school's ACSI accreditation standing is maintained.

2. Physical Requirements:

- This position requires the ability to work in an office setting, meeting routine deadlines, communicating well both verbally and in writing, and at times to work long hours.
- Must be able to sit for long periods at a desk/computer.
- Travel may be required at times as required for this position.

3. Evaluation and Compensation:

- The Head of School will report to the School Board for accountability and to review the adherence and development of this position description.
- The School Board will conduct an annual performance evaluation and provide a performance review to determine compensation and contract renewal.

I have read and received a copy of my position description. I understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee

Date