

ROCKBRIDGE ACADEMY

Job Description for: **Headmaster**

Revised July 10, 2012

Reporting: The Headmaster reports to the Board of Directors

1. Organization/Management/General Administration
 - a. Oversees office administration and school communications
 - b. Supervises the day-to-day operations of the school
 - c. Oversees the ordering of general supplies, textbooks, and equipment
 - d. Communicates regularly with and directs additional administrators, support administrators
 - e. Monitors and plans the school year program
 - i. Plans the school year calendar
 - ii. Identifies goals and specific tasks meet deadlines
 - iii. Designates appropriate personnel to accomplish specific tasks
 - f. Oversees the organization and implementation of the school year program
 - g. Oversees school record keeping
 - i. Monitors students' records (health, report cards, discipline actions, etc.)
 - ii. Monitors staff records (evaluations, discipline actions, goals, etc.)
 - iii. Oversees the student and teacher application processes
 - h. Oversees the management of the office
 - i. Monitors school and office inventory
 - ii. Establishes an office management system
 - iii. Directs office staff (paid and volunteer)
 - iv. Monitors office equipment
 - i. Implements school policies
 - j. Communicates regularly with staff and support staff to build "team players" and vision
2. Finance
 - a. Oversees income and expenses, and ensures that the school remains within the adopted budget
 - b. Works with the Finance Committees, as necessary, to prepare the annual budget
 - c. Involves the staff in the preparation and construction of the annual budget
 - d. Oversees the collection of all tuition
 - e. Maintains accurate accounting records
 - f. Submits monthly and quarterly financial reports to the Board for review
 - g. Establishes procedures for safeguarding all cash and checks within the school
 - h. Communicates appropriate budget designations for administrative and staff needs

3. Facility Management
 - a. Oversees maintenance, security, cleaning, and building appearance
 - b. Coordinates and proposes development and capital improvements
 - c. Oversees space allocation and grounds use needs
 - d. Oversees Operations Manager
 - e. Oversees Systems Communication Personnel
4. Board Relationship
 - a. Supports Board policy and decisions
 - b. Proposes effectual policies and changes
 - c. Informs Board of relevant issues of the school
 - d. Works mutually with the Board in hiring qualified staff members
 - e. Acts as effective liaison between Board and Staff
 - f. Performs effectively on various sub-committees when required
 - g. Follows and promotes the philosophy of the school
 - h. Coordinates logistics of ACCS Conferences
5. Parent Constituency
 - a. Actively supports the biblical role of parents in the education of their children
 - b. Is regularly visible within the school and grounds
 - c. Is available to meet with the parents and other interested people (“open door”)
 - d. Represents the school at parent, church, and community groups as able
 - e. Plans Parent Education Lectures in conjunction with the Board
 - f. Oversees regular written school communications to parents
 - g. Oversees and directs quarterly education publications (RBA Reporter)
 - h. Communicates classical and Christian vision to parents
 - i. Regularly communicates concerns regarding children to their parents
6. Instruction Program Leadership
 - a. Oversees Instructional Administrator
 - b. Informs staff of all pertinent information regarding Board updates, school business, and calendar goals
 - c. Leads and directs staff meetings
 - d. Plans with Instructional Administrator, oversees, and directs staff training
 - e. Establishes school goals and executes a plan for implementation
 - f. Communicates encouragement and improvements needed in school progress and vision
 - g. Evaluates the school instructional program with Instructional Administrator
 - h. Oversees the implementation of CCE program (grammar, dialectic, and rhetoric) instruction and vision
 - i. Is responsible for oversight and leadership of all staff meetings (topics, school vision, ACCS vision, school standards, spiritual atmosphere of school)
 - j. Communicates with other CCE schools and ACCS
 - k. Stays up to date with current political, educational issues affecting school

7. Staff Development

- a. Organizes and executes a plan for staff evaluations, improvements, recognition, and assignments
- b. Observes teachers and classes formally and informally
- c. Evaluates staff morale and helps develop positive, biblical relations among staff
- d. Oversees the development of educational and personal goals for each staff member and assists staff in accomplishing goals.
- e. Develops, communicates, and implements short and long term plans with staff
- f. Communicates Staff Handbook and Policy Manual information to staff
- g. Monitors weekly staff plans and oversees the evaluation of them
- h. Interviews new teachers/staff

8. Student Oversight

- a. Regularly encourages and evaluates student character according to biblical standards
- b. Monitors student academic progress in conjunction with Instructional Administrator
- c. Establishes a relationship with each student and knows each student's name
- d. Establishes and maintains an atmosphere of student order and cheerful obedience
- e. Mediates and directs teacher, student, and parent meetings
- f. Oversees teacher communication to parents via communication books.

9. Student Discipline

- a. Oversees and implements discipline policy
- b. Assists parents by administering discipline in accordance with God's Word
- c. Communicates promptly all discipline actions of students to parents
- d. Ensures that students and parents understand the disobedience, discipline action, and reasons why it was administered
- e. Is aware of all student discipline problems by establishing daily communications with each teacher

10. Standardized Testing

- a. Oversees the ordering, distribution, and return of appropriate standardized tests
- b. Oversees test scheduling and staff training
- c. Communicates with ACCS regarding testing preferences and protocol
- d. Communicates results to staff, Board, parents, and makes recommendations

11. Marketing/Public Relations

- a. Develops a comprehensive re-enrollment drive for continuing families
- b. Builds and maintains a positive image of the school within the community and school
 - i. Directs the planning and coordination of volunteers for Open Houses

- ii. Coordinates advertising (Chesapeake Family)
- iii. Fosters and maintains proper relations with local churches and pastors
- iv. Maintains proper relations with other Christian schools, businesses etc.
- v. Maintains proper relations with Baldwin.
- c. Oversees economic development (Scholarships, Grants, Fundraising)
 - i. Develops and implement all aspects of non-tuition revenue generation
 - ii. Communicates building fund updates to Board
- d. Communicates CCE philosophy and vision to interested parties who may schedule information appointment, arrive unannounced, or call to inquire
- e. Guides interested parties through school tour.
- f. Assists other classical Christian schools (phone calls, visits) in developing curriculum, implementing standards, giving advice regarding conflict resolution, student, teacher discipline, teacher hiring, etc.

12. Admissions

- a. Oversees Admissions Director
- b. Communicates school openings and status to Admissions Director
- c. Obtains regular updates from Admissions Director

13. School Appearance, Atmosphere, and Order

- a. Trains and encourages staff to organize and maintain neatness in rooms and to recognize and choose beauty in planning classroom aesthetics vs. childish options
- b. Directs and coordinates decorating classroom history themes
- c. Identifies areas in school that are in disorder, not cleaned well, etc., and executes a plan to promptly improve areas.
- d. Evaluates areas in view of the public (hallways, auditorium, conference room) used for special events (Open Houses, concerts, special events, etc.) and implements a plan to present a neat, orderly, beautiful appearance
- e. Maintains order and discipline in hallways, lunch room, bathrooms, and addresses students and teachers regarding these

14. Counsel and Conflict Resolution

- a. Counsels students to resolve conflicts with one another biblically
- b. Counsels teachers in resolving conflicts with administration, students, and parents
- c. Counsels teachers who need guidance regarding student academics, character, or behavior
- d. Meets with and counsels parents and teachers to resolve conflicts swiftly, biblically, and according to school policy
- e. Recommends resources and supports parents who desire guidance regarding their child's character, academics, or behavior

15. Spiritual Leadership

- a. Encourages faculty and staff to grow spiritually by example
- b. Leads a.m. prayer and encourages spiritual vision to staff

16. Professional and Personal

- a. Pursues personal and professional development
- b. Develops educational and personal goals
- c. Maintains high standards of personal ethics and guidelines
- d. Sets high professional example for staff