

Job Description: Headmaster

Reports To: Board of Governors

Date July 27, 2007

PURPOSE: The Headmaster runs the school by inspiring and overseeing the academic community, casting and developing the vision of the academy, managing the business of the academy and overseeing the development of the institution.

DUTIES/RESPONSIBILITIES:

1. Develops, refines and propagate the vision of the school to and with the board, to the administration, faculty, parents and students of the school **by** constantly reading, reviewing and pondering pertinent historical and current visions and models of academic, community and cultural excellence **resulting in** a school full of truth, beauty and goodness.
2. Oversees the implementation of the long term strategic planning of the school **by** advising the Board in these matters, reminding the Board of the schools goals and commitments **resulting in** the incarnation of the vision of the school.
3. Recruits teachers **by** developing a plan to attract great teachers (in conjunction with the Personnel Committee) and by executing that plan **resulting in** the excellent faculty being in place for Veritas Academy.
4. Oversees the assignment, evaluation, training, encouragement, discipline and inspiration of the teaching staff through the Grammar and Secondary School Principals **by** leading and developing academic community **resulting in** an excellent faculty which is consistently growing and improving over time.
5. Make sure student needs are met **by** working with faculty to determine students' needs and **by** making sure that policies are in place to meet those needs **resulting in** positive experience of learning for students.
6. Oversees student discipline **by** working with the Principals and faculty and **by** building relationships with students **resulting in** students living godly lives.
7. Monitors cultural trends in the school—correcting negative trends and inspiring positive cultural growth—**by** consistently being involved in the life of the school as an observer and participant **resulting in** a godly culture at Veritas Academy.
8. Oversees curriculum choices and development **by** working with the Curriculum Committee and the faculty of the school to foresee needed curriculum, improve or replace deficient curriculum **resulting in** the use of the best curriculum available by Veritas Academy.
9. Discovers best practices in broader academic community and implements them at Veritas Academy **by** interacting with other educational leaders and communities **resulting in** constantly improving practices at Veritas Academy.
10. Direct the daily operation of Veritas Academy **by** supervising the staff (Principals, Athletic Director, Office Manager, Executive Assistant and Development Director), **by** coordination of activities **by** creation of clear lines of authority and **by** setting the tone for a quality Christian educational program **resulting in** a school that runs smoothly.
11. Builds relationships with like-minded institutions to benefit the school—particularly the Reformed churches Lancaster County **by** interacting with, cooperating with and supporting these institutions **resulting in** a network of helpfulness among likeminded local institutions.
12. Maintains accurate personnel records **by** overseeing procedures and practices **resulting in** consistent and meaningful records being kept.
13. Creates, revises and monitors the standards and policies of Veritas Academy **by** consistently interacting with the staff, faculty, parents and students of the school **resulting in** the implementation and alteration of policies and practices of the school.
14. Oversees the creation of the yearly budget **by** working with the Finances Committee and the bookkeeper to draft and revise the budget in January **resulting in** a school that operates within its means.
15. Oversees that financial accounting **by** overseeing through the Office Manager the reports of the bookkeeper **resulting in** proper, timely and accurate financial accounting is made to the Board and the Finance Committee.
16. Oversees student recruitment by serving on the ad hoc marketing committee and **by** meeting with and attracting godly families to register their children at Veritas Academy **resulting in** the growth of our student population.

17. Serves as an *ex-officio* member of the Board of Governors.
18. Other responsibilities as required by the Board of Governors.

QUALIFICATIONS:

1. This position demands a bachelors degree (preferably in the Humanities), but a graduate degree in theology is preferable.
2. This position requires a broad knowledge of theological, philosophical history.
3. The Headmaster must also be conversant with and supportive of the reformed faith and classical Christian education.
4. The Headmaster should work to constantly expand his abilities by gaining further training in areas of weakness.

SUPERVISORY RESPONSIBILITIES: The Headmaster directly supervises the Executive Assistant, the Grammar School Principal, the Secondary School Principal, the Office Manager, the Development Director and the Athletic Director.

WORK ENVIRONMENT/DYNAMICS: The Headmaster is on call for the emergencies of the school generally. He will be involved in the most important and most stressful issues and circumstances at the school. He must work well and communicate effectively with people in difficult circumstances and must work diligently day to day without much direct supervision.

WORK YEAR: This position is a full-time position that works 12 months a year. The Headmaster work from his office during the academic and will hold normal office hours during the summer.

SCHEDULE FOR EVALUATION: The Headmaster will be evaluated annually by the Board of Governors. A new Headmaster will have a 60 day evaluation by the Board during the first semester of his tenure.

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum. I understand that I will be evaluated based on my performance of these duties and responsibilities.

Employee Signature

Date