



JOB TITLE: Head of School
Reports to: HCS Board of Directors
DATE: October 2021

SUMMARY

Heritage Christian School (HCS) is seeking an experienced Head of School (HOS) who is passionate about leading a missional school with a Biblical worldview. The HOS serves as the Chief Executive Officer of the school and is accountable to the Board of Directors in carrying out the mission and vision of HCS according to the plans and policies the Board adopts. The HOS is responsible for ensuring compliance with all federal, state, and local regulatory requirements.

QUALIFICATIONS:

Education Required

Master's Degree in Educational Leadership

Certification Required

- ACSI teaching credentials
- ACSI *All Levels Principal* or *Superintendent* certification or the ability to obtain
- State of Iowa Principal certification, or the ability to obtain, is highly desirable

Experience Preferred

- 6-8 years of administrative experience in a school setting with previous successful teaching background
- Previous experience leading in a Christian school environment is highly desired
- Experience leading, or familiarity with, a school-wide Teaching for Transformation™ initiative

Spiritual Qualities

- The Head of School is a committed follower of Jesus Christ and seeks to live as His disciple demonstrating a desire for spiritual growth in all aspects in his/her life.
- The HOS will be an active member and faithful participant of a local Bible believing church.
- The HOS will have experience with, and preferable training in, biblical worldview development and integration in the educational setting.
- The HOS will continue to follow spiritual disciplines of prayer, Bible study, and spiritual education.

Academic Preparation

- Prior classroom and educational leadership experience and skill
- Demonstrated competencies in leading individuals and teams, strategic planning and execution, and community building among staff and larger school community.
- Clear commitment to personal and staff professional growth

Mission Statement

Heritage Christian School exists to serve Christ by partnering with parents to provide biblically faithful, academically excellent education.

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Christian Lifestyle

- The Head of School acknowledges that all sexual relationships must be within the bond of Holy Matrimony between one man and one woman. Additionally, the HOS shall sign, without reservation, Heritage Christian School's Declaration of Moral Integrity.
- HOS will conduct themselves as a Child of God at all times, protecting their bodies as God's temple (I Corinthians 3:16-17, Eph. 5:18, and Romans 13:13-14).
- The HOS will not use, practice, or participate in occult activities.
- The HOS will exhibit the qualities of a biblical leader as stated in I Timothy 3:1-7, Titus 1:6-9, and I Peter 5:1-3.

Christian Leadership

- Wholeheartedly support, and sign without reservation, the HCS Statement of Faith and Core Values
- Demonstrate an understanding of, and a desire to lead in, a missional school
- Agree with, and sign, the Heritage Christian School Appropriate Conduct Standards
- Know, model, teach, and enforce the school's adopted Vision, Mission, and Expected Student Outcomes
- Know, model, teach, and enforce the Core Values of Heritage Christian School to students, faculty, staff, parents, and prospective parents

RESPONSIBILITIES:

Administrative Responsibilities

- Oversee and implement all Board policies, procedures, and directives governing the operation of the school, according to the direction and approval of the Board of Directors
- Effectively communicate and administer all Board policies, procedures, and directives to school faculty and staff in a Christ-like manner
- Administer an admissions policy that meets the educational needs of existing students
- Communicate clearly with prospective parents on the criteria for acceptance
- Work effectively with the Board of Directors in the preparation and maintenance of the school's Parent/Student Handbook, Teacher/Staff Handbook, and all related policy and procedural documentation
- Employ excellent written and oral communication skills
- Handle sensitive information and situations with confidentiality and integrity
- Understand the business functions of the school (e.g., budget, facility, operations, etc.)
- Work closely with the Director of Finance and Board Treasurer to successfully manage HCS budget
- Oversee employment and human resource matters including contracts, salaries, benefits, employee handbooks, etc.

Faculty

- Be the spiritual leader and shepherd; teach God's Word; pray for and with staff; lead them to be excellent Christian school teachers
- Directly supervise all faculty and staff
- Supervise the Director of Curriculum, Instruction, and Assessment (DCIA) in developing a sound and rigorous academic program that fulfills the expected student outcomes and is based on a biblical worldview
- Continuously meet or exceed all ACSI accreditation standards
- Interview and hire new faculty and staff and, if necessary, terminate employment contracts

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- Supervise and evaluate faculty, both formally and informally, with at least one annual written evaluation
- Lead faculty meetings, regular trainings, and in-service professional development
- Lead the faculty with the support of the DCIA to continuously improve curriculum guides, guide textbook evaluation, and advise the Board as they approve all curriculum purchases
- Foster professionalism, collegiality, community, and ethical conduct in the faculty
- Promote a learning experience marked with excellence

Board

The HOS advises the Board but is not responsible for governance matters, similarly, the Board advises the HOS but is not responsible for the day-to-day administration and school management matters. Together, the HOS and Board form an equal partnership in running the school, each in their respective spheres of management and governance. The HOS is an *ex officio*, non-voting, member of the Board.

- Attend the Board meetings and keep the Board informed of all matters relating to the school through reports at Board meetings and immediate communication following major school events or incidents
- Provide data to assist the Board in its' duties
- Make recommendations to the Board for approval of the operating and capital budgets
- Seek direction from the Board on new initiatives
- Jointly, with the Board, set annual goals for his/her performance
- Provide documentation materials for the Board to use in his/her evaluation
- See that the Board records and minutes are properly filed, and otherwise assist the Board in its' work as asked

Parents

- Lead, encourage, and supervise teacher and school communication with parents
- Work with faculty to keep students and parents adequately informed of student deficiencies, failures, or giftedness
- Interview new families and be the gatekeeper for enrollment
- Share the mission and vision of Heritage with parents
- Administer the school's discipline policies and standards of conduct

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