CREEKSIDE CHRISTIAN ACADEMY

Job Description – Headmaster

General Description

The Headmaster is the chief administrator of Creekside Christian Academy and is charged with the overall responsibility for the school with specific personal focus on providing academic and spiritual leadership within the school, visibility for the school within the community and targeted audience, and leadership in the raising of funds for both operational and capital needs. He/She is employed as a role model for students, staff, and the entire school community. As such, the highest moral and ethical standards are expected at all times, either on or off campus.

The Headmaster is appointed by the School Board at the salary rate established by the Board and in keeping with the current salary structure.

The Headmaster must give testimony of a personal relationship with Jesus Christ and must be a member in good standing at a local evangelical church whose doctrine and practices are consistent with the doctrinal position and the spiritual practice of the school.

The Headmaster must have or be working toward the credentials necessary for ACSI certification.

The Headmaster must have at least a Master’s degree in Educational Leadership.

Organizational Relationships

The Headmaster reports to the School Board. The Headmaster is to ensure that all the policies of the Board are followed. The Headmaster is an ex-officio member of the Board and each of its operational committees (exclusive of the Executive Committee).

The Headmaster directly supervises the principal(s), assistant principal(s) the Preschool/Extended Care Director, the Business Administrator, the Director of Development, the school Administrative Assistant and any other administrative leadership positions as the Board may approve. The Headmaster shall recommend salary rates for them to the School Board in keeping with the current salary structure.

Responsibilities

The Headmaster shall have responsibility for the following areas of the academic program:

- Provide leadership, with the Administrative Staff (principal, assistant principal, Preschool/Extended Care Director, Administrative Assistant), in establishing and
maintaining the academic environment as set forth by the Board and in accordance with the needs for maintaining ACSI Accreditation.

- Provide and oversee the development of the Administrative Staff in managing and leading the instructional staff.
- Provide leadership, with the Administrative Staff, in staff development.
- Provide leadership, with the Administrative Staff, for the development, implementation and evaluation of a total program of curricular and extracurricular activities for the school.
- Provide leadership, with the Administrative Staff, for a program of high academic achievement and the integration of a Biblical philosophy of education throughout the school.
- To evaluate administration on a monthly basis, holding each accountable for teacher and student compliance with all school policies & procedures.
- Receive monthly report consisting of teacher evaluations, lesson plan reviews, student discipline and all other activities associated with teacher responsibilities (see teacher job descriptions)
- Sign out with front office as to where and when returning when leaving campus during work hours.

The Headmaster shall have the responsibility for the following spiritual matters:

- Provide spiritual leadership for the entire staff of the school, challenging them in their daily Christian walk and experience.
- Provide spiritual leadership, through the principals and their staffs, for spiritual leadership development among the students of the school.
- Ensure the effectiveness of instructional staff and administration in leading students to a meaningful relationship with Jesus Christ.

The Headmaster shall have the responsibility for the following financial matters:

- To provide leadership and cooperation with the Business Department and the Finance Committee in developing an annual budget which reflects the operational needs and the goals of the school.
- Work with the Business office, Administrative Staff and the School Board in giving careful and proper attention to faculty and staff financial and benefit concerns and to respond to such matters as they may arise in managing the faculty and staff.

Management/Supervision

The Headmaster is responsible to guide and coordinate the administrative functions of the principals, assistant principals, Business Administrator, the Director of Development, the Pre-school/After school Director, the Office Administrative Assistant, and the Maintenance Supervisor.

The Headmaster shall develop the leadership of the school through goal setting and evaluation, using feedback mechanisms to monitor programs.
He/She shall work with the principals to provide evaluation tools for evaluation the effectiveness of the instructional staff and providing meaningful feedback to the staff and all consistent with the policies established by the Board.

He/She shall work with administrative staff in employing, re-employing or termination of faculty and staff under each administrator’s area of responsibility. Such employment decisions shall be consistent with the policies established by the Board.

**Public Relations**

The Headmaster shall provide leadership and direction to the Director of Development in the public promotion of the school and its programs.

He/She shall work with the Director of Development in building relationships with current and potential donors to the school.

He/She shall provide visibility for the school and its programs in the targeted audience among the churches and pastoral staffs of the surrounding community.

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  School Board                             Printed Name of Personnel

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  Signature of Personnel