

Job Description: Head of School

Part One: Profile

Spiritually – The individual shall possess characteristics that reflect the following:

- An unreserved acceptance of the TTCA Statement of Faith
- A strong, clear testimony of salvation
- A mature, godly spirit; one of faith and prayer
- A Baptist by conviction and an active member of the Breesport Baptist Church
- A servant-leader

Professionally – The following shall characterize the individual:

- An ability to articulate a Christian philosophy of education
- Broad experience (i.e. 5+ years of experience) as a Christian school administrator
- Demonstration of executive and management skills and presence
- Effectiveness in oral and written communication
- Deep understanding of and empathy for the Christian school movement
- Evidence of being a team player who is responsive to the Board and the school staff
- Openness to new ideas, initiatives, and concepts in education
- Engagement in continuing education and professional development
- Credentials appropriate for leading the school and its faculty (i.e. graduate degree or higher, administrative certifications)

Personally – The individual's life shall reflect the following:

- A person of integrity in business, finance, and human resources through equitable treatment of others
- A life consistent with biblical principles
- A model of God's ideal for family
- The gift of listening and responding appropriately to the counsel of others
- A commitment to Christian schooling as evidenced by having his or her K-12 school-age children enrolled in a Christian school.

Part Two: Job Description

Job summary - The Head of School is the chief executive officer of the school and shall be directly responsible for carrying out the directives of the Board of Education. His or her primary responsibilities include, in part, recruiting and developing faculty and staff, managing the annual budget, screening potential students, providing direction in the areas of curriculum, setting the school schedule and calendar, managing the daily operations of the school, and implementing the policies of the school as developed by the Board of Education.

Expected Outcomes – The Head of School will carry out his or her functions so that the following are characteristic of the school:

- Effectiveness educationally, spiritually, and professionally
- Staff recruitment that meets the professional standards of TTCA
- Scripture taught as the revealed, truth-filled Word of God, and appropriately integrated into the teaching and learning experiences at TTCA
- A community relationship that is positive, including representation to groups to inform them about the contributions of TTCA to the community and public good.
- Day-to-day operational practices that are a consistent model of integrity, efficiency, and accountability.
- Evidence that a TTCA education is making a difference in students' lives.

Essential Job Functions – The Head of School will lead in such a way that the following are characteristics of the school:

- Expected student outcomes thoroughly addressed through educational programs.
- Educational programs that develop students who have a biblical worldview, who are well prepared academically, and who are ready to transition from the high school environment.
- Clearly implemented channels of communication with the staff and school board
- A professional in-service program that is implemented for the academic and spiritual growth of the staff.
- Knowledge and due consideration of major current trends in education.
- Open communication with the constituents and stakeholders of TTCA.
- Leadership decisions, relationships, and programs that are consistent with board policies.
- Demonstrated fiscal responsibility in the development and management of an annual budget that reflects the current and anticipated needs of the school.
- Achievement and maintenance of accreditation.

Accountability – The Head of School will do the following:

- Attend each board meeting unless the board is in executive session preparing for evaluating the administrator.
- Give a report monthly, or when requested, to the board.
- Perform all responsibilities consistent with board policies.
- Keep the board informed of significant issues or potential crises.
- Give support and demonstrated loyalty to the board at all times.