



FIRST BAPTIST

CHRISTIAN ACADEMY

As of Jan. 30, 2021

Job Description

Title: Head of School	
Reports To: FBCA School Board	
Supervises: Principal(s), Preschool Director, Office Manager and all staff members	
Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractor	Employment Type: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

Job Summary: *[primary functions of the job]*

The Head of School is an “at-will” employee of the School Board and will report directly to the Board President (or the full Board as necessary). The Head of School is responsible for the overall efficient management of the school and the school budget; supervision of and proper conduct of staff members; maintaining and care of the physical facility and all school equipment; and effective community relations. S/he must be able to work collaboratively with faculty, who carry responsibility for the pedagogical program. In concert with the faculty, s/he will promote the school mission of nurturing, educating, and inspiring students in Christ-centered learning and serving. Head of School must know their calling and have the courage to live it out with integrity.

Summary of essential job functions: *[key responsibilities of the job]*

Attend all Board meetings (except when excused); prepare a comprehensive (at least monthly) report for the Board to review; interview and employ the Principal(s) (decisions of which shall be subject to Board approval). Said principal(s) shall report to the Head of School.

The duties of the Head of School shall include, but is not be limited to:

- Care, maintenance and oversight of all facilities and equipment.
- Spiritual leadership of staff, faculty, and students.
- Implementation of Board Policy to achieve the school’s mission.
- Institutional operational management.
- Personnel management including mentoring and discipline.
- Strategic planning.
- Fundraising.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed (or directed) to meet the ongoing needs of the organization.

- Chief spokesperson to community, government and media representatives.
- Consult with Board and make plans that will ensure Board policy is understood by all employees and students and that policy is adhered to.
- Judiciously make and effectively implement operational decisions.
- Integrate current technology for effective school management.
- Advise the Board (and its committees) on educational matters and procedures.
- Follow the requirements for independent schools, as required by provincial and federal law, and accreditation organization.
- Maintain school handbooks and operational manuals; make updates and submit to Board for approval.
- Conduct daily business operations and achieve sound financial management results.
- Plan and conduct effective marketing programs and events.
- Oversee the procurement and maintenance of, and maintain an accurate inventory of all school furniture, equipment, textbooks, and supplies.
- Recommend, produce, and implement annual school calendars.
- Recruit and select best-qualified personnel as replacements for vacant faculty and staff member positions.
- Conduct effective public relations and develop good rapport with education representatives, government representatives, and members of the diverse school community.
- Promote and maintain a Christ-centered environment that will encourage a quality learning environment – one that is viewed as a warm, considerate, and an inviting place to be, and where students can grow in faith, wisdom, knowledge, and character.
- Collaborate with the Board in an effective and transparent manner.
- Develop/possess an ability to embrace the needs of a diverse community while maintaining the vision and mission of the school.
- Other duties as assigned by the Board as needs arise.

Minimum requirements: *[educational and job experience requirements]*

The ideal Head of School candidate will have a wealth of experience and who has achieved success in previous leadership positions within a collaborative environment. The candidate must have a keen interest in maintaining and enhancing all FBCA's educational goals and mission. Head of School must possess the confidence to delegate tasks to others and empower the school community to achieve the vision and mission. Must be comfortable meeting new people and the ability to recruit new families; the ability to mentor and maintain discipline, or determine disposition of problem children.

Abilities required: *[specific physical requirements]*

Daily operations may require prolonged periods of standing, bending, sitting, kneeling and climbing stairs; computer use; or other possible physical requirements depending upon needs of specific future events, whether indoor or outdoor.

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