

Headmaster Job Description

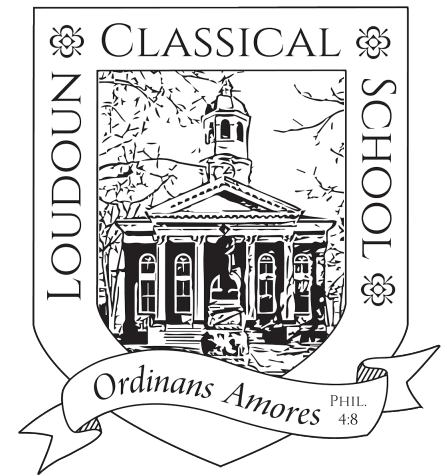
LCS Faculty

Immediate Supervisor

Board of Directors

Summary

The LCS Headmaster will lead as a servant under the direction/guidance of the Board of LCS. He will enthusiastically share vision, a zeal for learning, a passion for the gospel and godliness. He will embody the school's goals, values and visions. He will develop and build relationships with staff, parents, families, and students of LCS. He will lead as a gentle, humble servant of Christ, who possesses boldness and courage in fulfilling the school's mission and goals. He will articulate and project a vision within the school of Christian wisdom: the humble pursuit of truth through an attentive attunement to the order of creation and the illumination of the Scriptures. He will support faculty in creating an atmosphere that inspires wonder and love of learning by modeling and encouraging lifelong learning, by integrating a faith-filled Christian orthodoxy, by modeling and encouraging humility and charity toward students; by modeling and encouraging perseverance, diligence, and repentance, by modeling and requiring personal virtue, both academically and morally, by establishing and fostering a covenant community characterized by charity and hospitality in relationships with students, parents, and colleagues, and most of all, by demonstrating the love of the Triune God in teaching, serving, and living from a whole heart. He will shepherd students by helping them to live in light of our school motto, ordering their loves toward the true, the good, and the beautiful in obedience to Christ, inspiring them with wonder at the glories of God's Word and God's world, and encouraging them to cultivate the gifts that God has given them in service of one another. He will exhibit administrative competence and efficiency in ensuring that the school finances and files are kept in good order, budgets are met, and timely and accurate communication with stakeholders is maintained.



Fidelity to Loudoun Classical School Mission and Vision

- Demonstrates loyalty to the school and support of its mission.
- Subscribes to the Westminster Confession of Faith and upholds this standard as the theological basis for the school.
- Comprehends, embraces, and articulates classical education philosophy and pedagogies to teachers, students, and parents; continues to grow in this understanding and commitment.
- Possesses and continues to cultivate a deep appreciation of Christian theology, liberal arts, philosophy, literature, and history of the broader Western intellectual and cultural tradition, as well as their integration with the disciplines of math and science.

Principal Responsibilities

Oversees Faculty and Day-to-Day Operations

- Provides formal leadership for all staff, faculty and administrative positions, including the Dean of Academics role.
- Oversees development of appropriate policy manuals for the Board, staff, faculty, and students.
- Oversees overall management of day-to-day operations of LCS, as appropriate delegating to and overseeing Administrator, Registrar, or other assisting staff.
- The Headmaster interacts with the building landlord regarding day-to-day operational items and facility maintenance. (The Board is responsible for interacting with the building landlord regarding space acquisition, facility contracts and finances.)
- Serves as primary liaison with the Parent-Teacher Organization.
- Plans and ordinarily leads all-school morning Chapel and afternoon Assembly sessions (though may delegate from time to time); works with the Administrator to arrange musical accompaniment, guest speakers, etc.
- Leading by example and in furtherance of a common learning framework, the Headmaster will regularly attend the weekly Theology class along with other faculty.
- Teaches one full class each semester, subject to the curriculum needs in coordination with the Dean of Academics. (This required teaching assignment is included within the Headmaster salary.)
- Executes all budget planning and oversees operational finances, under the authority of the Board Treasurer, and in conjunction with the Administrator and Bookkeeper.
- Fulfills all other tasks delegated to him by the Board.

Faculty and Staff Development

- Models the skillful practice of classical education philosophy and pedagogies in the classroom.
- Has final approval on the faculty hire recommendations and assignments submitted by the Dean of Academics. (If the Headmaster disapproves then it is the Dean's responsibility to develop an alternative.)
- In a similar fashion, the Dean of Academics makes formal recommendations as to curriculum which is then subject to the Headmaster's approval.
- Assists the Dean of Academics in faculty recruitment specifically by participating in interviewing and providing evaluative input to the Dean of Academics.
- Responsible for the operational aspects of onboarding staff and Faculty (payroll, Child Protection Program, etc.) Issues all offers of employment, renewals and adjustments.
- Where necessary, tasked with terminating staff/faculty in conjunction and cooperation with the Board.
- Annually conducts Performance Evaluations for each staff and faculty member. Faculty reviews are done with the input of the Dean of Academics.
- The Headmaster ensures appropriate training on operational items such as Classroom Mgt, toolsets (LMS), etc. The Dean of Academics focuses on Professional Development, Classical Pedagogy, Curriculum content, etc.
- Conducts staff meetings and participates on committees within the area of responsibility, and provides regular opportunities for Faculty and Administration training.

Student Services

- Together with the Dean of Academics, oversees and conducts interviews with prospective students and their families. Focus on theological fitness, student and parental commitment while the Dean of Academics focuses on academic readiness.
- Develops and maintains relationships with students, functions as an authoritative and engaged presence on campus, especially between classes, during lunch, and at the beginning and end of the day.

- Functions as the primary communicator with the student and his/her parents in cases of serious misconduct, and supports faculty in all necessary communication with students and parents in cases of lesser misconduct or academic struggles.
- Responsible for maintaining up-to-date records of notations and demerits so he can observe patterns of problematic behavior and address them as necessary with parents, teachers, and students.
- Together with the Administrator, develops and oversees campus service tasks to be completed for student detention, when necessary.

Maintaining Communication

- Establishes and maintains open lines of communication with students and parents concerning students' academic, social, and behavioral progress.
- Cooperates with professional staff and support personnel in assessing and helping students with health, attitude, learning, and behavioral problems.
- Leads, supports, and encourages staff, especially teachers, in carrying out their responsibilities, listening and responding to concerns, mediating grievances, offering advice on how to tackle behavioral and academic issues, and facilitating cooperation and collaboration among staff members.

Community Relations

- Spearheads and plans Community Information Meetings and other school promotion, and plays a leading role at such meetings and events.
- Together with the Administrator, oversees social media presence and school promotion within the local community.
- Maintains a community presence as the public "face of the school".

Liaison with the LCS Board

- Submits regular written reports to the Board regarding the planning for and well-being of LCS, and he will implement all Board policies. Should be available to appear in person to Board meetings when requested.
- Submits for approval to the Board recommendations concerning teacher and student dismissals, annual budgets, tuition and fees, and policy manuals.

Upholds Professional Standards of Conduct

- Complies with Statement of Faith and Code of Conduct in the Student Handbook; upholds and enforces rules, administrative directives and regulations, school policies, and local, state, and federal regulations.
- Articulates and facilitates the implementation of the mission and values of Loudoun Classical School.
- Safeguards confidentiality of privileged information.
- Maintains professional relationships and works cooperatively with employees, the community, and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities, and self-selected professional growth activities.
- Maintains conduct befitting a disciple of Christ, particularly in public conduct and conversation (including Social Media), recognizing that even when not formally carrying out Headmaster duties or speaking on behalf of the school, the Headmaster's conduct, speech, and demeanor (in person or in media) will reflect on the school, shaping its perception among parents, prospective families, and the wider community.
- Performs other tasks related to area of responsibilities as requested or assigned by the Board.
- Conforms to LCS policies, including attendance, absences, and evaluations.

Knowledge, Skills, Abilities, And Experience

Skills

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision making, and problem solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Knowledge of computer systems, financial procedures, and legal requirements.
- Knowledge of school policies on immunization, medication, first aid, emergencies, and child abuse and neglect.
- Knowledge of all laws, regulations, and guidelines affecting teachers and students.
- Knowledge of effective classroom management techniques.

Abilities

- Ability to meet deadlines, work on multiple projects, and coordinate the work of others.
- Ability to speak well, clearly, and confidently in public on a daily basis.
- Ability to maintain positive relationships with students, parents, community members, and staff.
- Ability to learn and use a Learning Management System (LMS) for making assignments and keeping a gradebook.

Experience

- Basic computer skills required (i.e., ability to use email).
- Classroom teaching and curriculum development experience are essential.

Education and Licensure

- Preferred Master's Degree; minimum Bachelor's Degree (preferably with Liberal Arts and/or Classical Education background).

Emotional Demands

- Maintain high emotional energy and display enthusiasm for the subject matter and individual student effort.
- Develop effective coping strategies for dealing with the fatigue and stress of ongoing involvement in teaching, supervising, and monitoring of students.
- Display empathy and patience in dealing with students, parents, and staff, balancing the need to enforce objective norms with the need to recognize genuine needs and frailties, and to make allowances for these when appropriate.
- Address stressful events created by hostile, confrontational students by remaining calm and listening non-critically, reasoning objectively, and remaining consistent in judgments.
- Realize the need to seek timely professional assistance as necessary to maintain emotional stability and professional standards of conduct.
- Possess emotional openness to constructive feedback from peers, consulting teachers/mentors, and administrators regarding compliance with professional standards.

Working Environment

- The employee works with various staff members in a team environment, including the administrative staff, parents, students, advocates, and others outside the school.
- Frequent interactions with people in-person and on the phone will be necessary.
- Duties are performed indoors and outside in a normal school environment.
- The noise level in the work environment is usually moderate.

Physical Demands

- The employee must occasionally lift and move up to 25 pounds in supplies which requires bending, stooping, and lifting.
- The employee must have the ability to adjust focus on a computer monitor in order to get information from a variety of information systems.
- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools, and other controls.
- The employee must sit and stand for long periods of time.
- The employee must occasionally work outside.
- The employee must be able to use and move/lift variety of instructional materials in the classroom.
- The employee must be able to see and hear on a continuous basis as well as speak frequently.
- Employee must be able to move quickly from place to place on occasion over smooth to uneven surfaces on the playground or on grass.
- Walk through classroom and be able to maneuver tight spaces, e.g. between desks.
- When dealing with students may entail kneeling, squatting, stooping, and bending on an occasional to frequent basis on a given day