

ACA Head of School Job Description

The Head of School (HoS) embodies the mission of Auburn Classical Academy and articulates the mission for all aspects of the school's program. The Head of School is the employee of the Board of Governors and is responsible for the overall management of the school, in accordance with ACA's By-Laws and policies. A Bachelor's degree is required, and a post-graduate degree is preferred. The HoS is to provide leadership, guidance, and direction to the faculty, students, and parents affiliated with Auburn Classical Academy in the following areas:

Spiritual Leadership

- Maintain faithful relationship with Jesus Christ by prayer and studying the Bible.
- Be an active member of a local body of believers.
- Provide Biblically sound leadership and counsel to all faculty, students and parents as needs arise.
- Pray for and with students, faculty, and parents.
- Secure Chapel speakers of excellent character and caliber.

School Cultural Leadership

- Warmly and genuinely welcome teachers, students, and parents at the start of day.
- Put into place measures that protect/provide for a high level of decorum with regard to behavior, attire, and pageantry (e.g. Assembly and Chapel behavior, teaching and living the Five Pillars of ACA, clarifying uniform adherence, addressing particular concerns to the entire School as they arise over the course of the year)
- Plan and lead annual ceremonies: Opening of School, Close of School, Christmas/Advent Celebration, Spring Showcase Curriculum Night, State of School Meeting (in conjunction with Board of Governors).
- Lead daily Assembly/Chapel. Plan and oversee memorization of hymns and scripture passages.
- Maintain integrity and effectiveness of school culture and traditions.
- Lead and guide faculty and families in the clear understanding of school culture being rooted in traditional Christianity, classical methodology, and virtuous living.
- Clearly communicate expectations for parents when they attend school events (e.g. student behavior at Spirit Nights, field trips).
- Remain aware of local, state and national issues that affect the success of ACA.
- Attend school-sanctioned activities and events.

Academic Integrity

- In conjunction with the Board Curriculum Committee, review curriculum as needed.
- Consult with faculty members responsible for teaching curriculum to determine effectiveness.
- Oversee curriculum purchases (with Logic School Director and Office Coordinator).
- Oversee matters of academic integrity and preparedness in the classroom; involve teachers, students, and parents as necessary.
- Oversee annual academic competition events: Spelling Bee, Geography Bee, National Latin Exam, Handwriting Contests, etc.
- Oversee annual standardized testing.
- Ensure accreditation standards are met.

Enrollment

Current student/family retention.

Recruit new students/families (Open House event, direct marketing efforts, contact local preschools/daycare centers, determine effectiveness of current website, remind current families of recruiting needs and ways they can contribute).

In conjunction with ACA Board Admissions Committee, conduct family interviews for full-time and a la carte families prior to contract offer.

Serve as host for all guests.

Faculty Oversight

Determine expected faculty retention for the following year during spring.

Recruit/pursue additional faculty members as needed.

Pursue professional development opportunities for faculty members.

Provide annual Teacher Training prior to the start of the year.

Determine faculty mentors for new faculty members.

Evaluate, both informally and formally, teacher effectiveness through planned and unplanned observations followed by individual teacher conferences.

Make recommendations to Board for faculty compensation and bonuses.

Ensure faculty understands and clearly communicates with chaperones, parents, and students field trip behavior and dress code expectations.

Conduct weekly faculty meetings.

Disciplinary Oversight

Provide guidance to faculty as to class management to avoid disciplinary issues.

Direct faculty members to disciplinary procedures as stated in school handbooks and assist as needed.

Involve parents as needed for support of student compliance with expected code of conduct.

Follow up with teacher, student, and parents to determine if other measures are necessary.

Handle all students removed from classroom for disciplinary reasons.

Communicate to Board ongoing discipline issues when seeking direction.

Daily/Annual Operations Oversight

In conjunction with Board update official documents (handbooks, contracts, uniform codes, etc.)

Approve website information and communicate with provider of website services.

Submit annual calendar to Board for approval.

Manage daily schedule (in conjunction with Logic School Director).

Verify with Accounts Manager that family contractual payments are current.

Verify with Accounts Manager that regular expenses are paid.

Using monthly bank statements, verify transactions.

Verify with Treasurer of Board of Governors that annual IRS documents are completed/filed.

Develop budget/salary roster for approval by Board.

Communicate with New Start Bookkeeping regarding payroll and taxes.

Approve after-school, and off-site activities.

Oversee building and property concerns (e.g. alarm system, HVAC systems, lighting, sprinkler system, damages, etc.) and communicate with Mr. James Anderegg regarding issues.

Communicate with Dr. Tom Tippet, pastor of The Church at Opelika, regarding facility-sharing concerns.

Collaborate and coordinate with Board of Governors, Assistant Head of School/Logic Director Office Manager/Administrative Assistant as needed.