

Logos School Job Description – Head of School



Job Title	Head of School
Department	Administration
Reporting to	Board of Directors
Manager to	TBD

Purpose of the Role/Role Overview:

The Head of School is the chief academic and administrative officer, appointed by the Board of Directors to administer and implement the mission and operating policies defined in the Logos School Bylaws and Policy Manual.

Note that this document is not exhaustive of the responsibilities that may be required of the head of school by the board in order to carry out the mission of Logos School. However, responsibilities can and should be delegated to hired personnel upon board approval. Each year, the board will meet with the head of school to arrive at an agreement regarding salary and delegation of responsibility.

General Duties/Key Responsibilities:

Leadership

- *Spiritual Leadership*
 - Exhibits Christian maturity that is both consistent and growing
 - Encourages faculty and staff to grow spiritually
 - Actively reconciles conflict when it arises using biblical methods
 - Leads A.M. prayer
- *Strategic Plan*
 - Communicates encouragement and improvements needed in progress toward the larger vision of Logos School in carrying out its mission
 - Discovers best practices in the broader academic community and implements them
 - Ensures Logos School remains on track to receive ACCS accreditation
- *School Culture*
 - Monitors trends, corrects negative trends, and cultivates a biblical, Godly culture
- *Professional and Personal*
 - Sets an example of personal holiness and professionalism
 - Develops and pursues educational and personal goals

Administration/Operations

- Supervises day-to-day operations of the school, establishing procedures and protocols that ensure operational efficiency
- Plans, distributes and actualizes the yearly school calendar, allocating appropriate resources to ensure the success of scheduled programs and events
- Works together with staff in the maintenance of the building and grounds, committing to a neat, tidy, and visually appealing presentation in areas visible the public.
- Oversees the ordering of general supplies, textbooks, and other supply inventory for all students and staff, ordering repair and replacement when necessary
- Develops, maintains, and updates a School Safety Plan as required

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Staff Management

- Makes continuing diligent efforts to develop and maintain positive, biblical relations with staff
- Creates, revises and monitors the standards and policies of Logos School
- Informs staff of all pertinent school information (board updates, calendar events, etc.)
- Works mutually with the board to recruit, support, and retain teaching and administrative personnel whose philosophies match that of the school
- Develops and applies strategies to continuously improve administrative, faculty, and staff professional development, salaries, and benefits

Student Relations

- Establishes a relationship with each student for purposes of biblical discipleship
- Show involvement in the daily life, activities, and academic progress of students by personally recognizing their achievements and addressing their problems and concerns
- Assists parents by administering discipline in accordance with God's Word
- Communicates promptly all student disciplinary actions to parents, ensuring that students and parents understand the disobedience, discipline action, and reasons why it was administered

Parent Relations

- Acknowledges the biblical role of parents in the education of their children
- Maintains Parent/Student Handbook that articulates the Logos School philosophy and policies
- Ensures regular written school communications to parents
- Informs parents of concerns regarding their children
- Communicates Logos School's classical and Christian vision to parents
- Encourages parent participation in the classroom and all school activities
- Monitors, supports, and guides the activities of parent volunteer groups designed to escalate parent support in identifying and supplementing the needs of the school

Marketing/Public Relations

- Serves as the school's primary spokesperson, cogently communicating philosophy and vision
- Builds and maintains positive relationships between Logos School and the community at large
- Oversees student recruitment by serving on the ad hoc marketing committee and by meeting with and attracting Godly families to register their children at Logos School
- Develops a comprehensive re-enrollment drive for continuing families

Finance/Development

- Oversees all aspects of non-tuition revenue generation and collection of all tuition
- Organizes or delegates parent fundraising duties
- Prepares and submits the annual budget to the board
- Maintains accurate accounting records
- Submits monthly and quarterly financial reports to the board for review

Curriculum/Instruction

- Oversees curriculum choices and development by working with the curriculum committee and the faculty to foresee needed curriculum and to improve or replace deficient curriculum
- Provides instructional leadership/initiative in curriculum implementation as needed
- Coordinates standardized testing procedures and reports test results
- Approves and assigns resources to extra-curricular activities

Board Relations

- Serves as ex-officio member of the board
- Supports board policy and decisions
- Informs board of relevant issues in the school and proposes effectual policy changes

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PERSON SPECIFICATION	
Job Title: Head of School	
CRITERIA	REQUIRED OR PREFERRED
EXPERIENCE	
A Master's degree in theology or educational administration/supervision or the equivalent	PREFERRED
At least three (3) years experience in educational administration or supervisory leadership	PREFERRED
KNOWLEDGE	
Broad knowledge of theological, philosophical history	REQUIRED
Conversant with and supportive of the reformed faith and classical Christian education	REQUIRED
Insight into contemporary culture and the challenges facing families, youth, and classical Christian education	REQUIRED
SKILLS AND ABILITIES	
<ul style="list-style-type: none"> • Enthusiasm for, appreciation of, and commitment to the school's mission • Ability to create a team environment and to lead effectively in that environment • Ability to mentor other leaders, build teams, and create a supportive work environment • A professional demeanor with an ability to develop appropriate relationships with parents, staff, and community • Ability to solve problems by engaging appropriate parties in the strategic development and implementation of solutions • Ability to extend beyond philosophy and theory to practical application 	
PERSONAL QUALIFICATIONS	
<ul style="list-style-type: none"> • Public profession of belief in Jesus Christ and a lifestyle that reflects spiritual maturity • An authentic and growing relationship with Jesus Christ as evidenced by a strong, clear personal testimony • A healthy level of self-confidence combined with biblical humility • Ability to be a servant-leader whose conduct exemplifies biblical principles • A genuine excitement and passion for Christian leadership • A desire to support and encourage faculty and staff in their own Christian leadership endeavors and discipleship at Logos School • Willingness to stand firm in the face of ridicule in order to "contend earnestly for the faith which was once for all handed down to the saints" 	