

# HOUGHTON ACADEMY

## Job Description

### Head of School

#### I. General Description

The Head of School is appointed by the Board of Trustees. The Head of School is responsible to the Board of Trustees and serves at their discretion for a period of time determined by the Board.

The Head of School shall hold or be working toward a graduate degree in educational administration and shall be a person with the proven spiritual, moral, academic and leadership qualities to effectively direct the ministry and programs of Houghton Academy. A minimum of five years of administrative experience in a Christian, academic environment is preferred. Experience in a boarding school environment also preferred. While broad administrative and leadership experience is important, it is envisioned that the Head of School will have particular expertise in one of the following areas:

- Advancement / Fund-Raising
- Financial Management
- Academic (Curricular) Administration

The general requirements of all faculty and staff members, as delineated in the Faculty/Staff Handbook, shall be expected of the Head of School as well. Primary among these is the need to be a "Christian role model." (I Timothy 4:12, Luke 6:40)

The specific job responsibilities of the Head of School follow and may be used by him/her and the Chairperson of the Board of Trustees as an evaluation tool.

#### II. Responsibilities

The Head of School is responsible, either directly or through subordinate members of the Administrative Team, for the following areas:

**A. Spiritual leadership** - The Head of School is the spiritual leader of Houghton Academy. Efforts shall be expended to encourage spiritual interest and growth both individually and collectively among the staff and students.

**B. Strategic planning / Vision**- The Head of School shall, in cooperation with the Board of Trustees, cast a vision for the future for all aspects of Houghton Academy (Spiritual, Academic, Financial, Student Life, etc.) and communicate such vision to the various constituencies.

**C. Coordination of the total program** – The Head of School shall ensure the efficient operation of the total program at Houghton Academy. He/she shall meet regularly throughout the year with the Board of Trustees and with those personnel who report directly to the Head of School.

**D. Hiring of personnel** – The Head of School, with input from the appropriate administrator, is responsible to research, interview and recommend to the Board of Trustees the hiring, reassignment and dismissal of all personnel. The supervision of these personnel is assigned annually to the appropriate administrator. Head of School ensures appropriate evaluation processes are used for all individuals.

**E. Curricular and Co-curricular program** - The Head of School is responsible for overseeing the development and coordination of the entire curriculum, ensuring a quality instructional process measured by appropriate outcomes. He/She is also responsible for overseeing co-curricular and boarding life programs. Outcome goals are established and measured for both curricular and co-curricular areas.

**F. Financial management** - The Head of School shall serve as the administrative fiduciary of the Academy, recommending a budget to the Board of Trustees and maintaining consistent communication with the Board on financial matters.

**G. Advancement.** Head of School will ensure an appropriate and successful model for fund raising is in place and effective which will help to secure the necessary funds for the operation, strengthening and advancement of the Academy.

**H. Student admissions and behavior** - The Head of School shall oversee the admissions policies and process, ensure appropriate programs are in place to attract both boarding and commuter students, and to expand the interest in the Academy to students beyond its traditional markets. He/she shall regulate and enforce discipline in accordance with the student and faculty handbooks.

**I. Facilities** – The Head of School, shall provide a school/campus physical environment that is conducive to good learning and healthy living.

**J. Public Relations** - The Head of School shall ensure an effective program of Public Relations.

**K. Houghton College** - The Head of School shall work closely with the leadership of Houghton College to maintain and strengthen the historical relationship between the Academy and Houghton College. He/she shall regularly report on the State of Affairs of Houghton Academy to the Houghton College Board of Trustees.

**L. Accreditations** - The Head of School shall be sure Houghton Academy maintains accreditation with the Association of Christian Schools International and with the Middle States Association of Colleges and Secondary Schools.

**M. Board of Trustees** - The Head of School shall work with the Chairperson of the Houghton Academy Board of Trustees to plan the agenda for board meetings, to recruit and orient new board members, and to organize the work of board committees. He/she is an ex-officio member of all board committees. The Head of School will communicate to the Board of Trustees as often as is necessary to keep them informed of the State of Affairs at the Academy.

**N. Policies** – The Head of School shall be responsible for the implementation of all board policies and decisions and for communicating them to constituencies as appropriate.