

Position Type:
Administration/Head of Secondary School

Reports To: Head of School

Purpose: The Head of Secondary School is responsible for the discipline and discipleship of Secondary students (grades 6th through 12th) and serves the Secondary Faculty by handling day-to-day needs for assistance, guidance, training, and scheduling.

Duties/Responsibilities:

1. Mission – Promote and uphold the vision and mission of the school with Secondary faculty, parents, and students and advocate truth, goodness, and beauty in all Secondary areas.
1. Understanding of the vision and mission of the school
2. Example concerning professional personal standards, dress, and manners
3. Assists the Headmaster in faculty and student concerns

Students – Leads students (6th-12th grades) in discipline and discipleship working towards a culture of accountability and grace.

1. Disciple and train students to love God and love their neighbor.
2. Being the “first responder” to disciplinary needs in the Secondary School
3. Building relationships with the students
4. Correcting negative trends and inspiring positive cultural growth
5. Communicating with the Headmaster, Faculty, and Parents in cases of serious student misbehavior
6. Communicating with parents to partner with them in the discipline and nurturing of their students
7. Enforcing uniform policy and appearance policy to assure that students are dressed appropriately
8. Consistently communicating with parents concerning disciplinary issues
9. Keeping accurate records of disciplinary actions

Faculty – Works with and meets the needs of Secondary faculty to promote cohesiveness and consistency.

1. Working with faculty to determine students’ needs and making sure that policies are in place to meet those needs
2. Assisting Headmaster and Curriculum Director in observing and evaluating faculty
3. Reporting needs and problems in the secondary school to the headmaster
4. Overseeing attendance and tardiness issues as it pertains to day-to-day issues – communicates with parents and appropriate administration
5. Schedules meetings with team teachers to evaluate progress
6. Schedules and plans teacher in-service schedule and workshops with assistance from the headmaster and grammar head of school.

Administration – In charge of tasks of the daily operation of the Secondary school which helps the school run smoothly.

1. Coordinating activities (and their scheduling) – includes bi-monthly chapel
2. Plans and coordinates PE and Fine Arts schedule for Secondary school
3. Assisting the Headmaster in the hiring of new Secondary Faculty/Staff
4. Working with Curriculum Director relating to curriculum changes or adjustments
5. Works with Registrar and Academic Dean to schedule and complete new family interviews for incoming 6th-12th student admissions
6. Providing budgetary input regarding areas within secondary school operations
7. Supervises the Academic Dean
8. Coordinating and assisting with special events (HS retreat, Austin trip, lock-in, dances)

Additional Duties

Performs other related tasks as assigned by administrators as designated by the Headmaster.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or

responsibility.

Equipment

Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

Travel Requirements

Travels to professional meetings as required.

Knowledge, Skills and Abilities

- Knowledge of classical teaching methods and educational pedagogy
- Knowledge of grammar school curriculum and concepts.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
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Physical and Mental Demands, Work Hazards

Works in standard classroom and school building environments.

Education

- Master's Degree from an accredited college or university.

Experience

Successful prior teaching, leadership, and administrator experience.