

The King's Academy

Head of School Job Description

Goal: To lead and direct all aspects of The King's Academy, serving as the responsible, legal head of school.

Supervisor: The King's Academy Board of Trustees

Professional Qualifications: (Minimum Qualifications)

1. Master's level degree in education or administration
2. At least 5 years of experience in educational administration leadership role
3. At least 5 years of supervisor leadership experience of both staff and teachers
4. ACSI Administrative licensure or be willing to obtain ACSI Administrative license.

Spiritual Qualifications and Personal Characteristics:

1. Demonstrate an authentic and growing relationship with Jesus Christ as evidenced by a strong, clear personal testimony and a lifestyle that reflects a maturity and intimacy with God.
2. A commitment to the mission of "producing academic, social, and physical excellence through a program where minds and hearts are coming fully alive in Christ."
3. The ability to think strategically and to analyze complex situations while being an inclusive decision-maker when confronted with challenging issues and concerns.
4. The ability to mentor other leaders, build teams, and create a supportive work environment.
5. Possess insight into contemporary culture and the challenges facing families, youth and Christian education.
6. Excellent communication skills both written and oral with the ability to successfully present ideas, negotiate, lead meetings and execute presentations.
7. A commitment to and complete support for our mission emphasis and a willingness to work in conjunction with the spiritual life director.

Position Accountabilities to the Board of Trustees:

1. The Head of School is accountable for ensuring that all practices, activities, decisions, and organizational circumstances are lawfully in accordance with business and professional ethics, and in harmony with the Statement of Faith, Mission, Vision, Core Values, and Strategic Plan of The King's Academy.
2. The Head of School is responsible for meeting the Board's priorities in financial planning and maintaining the core value of Operational Integrity at TKA.
3. The HOS works closely with the Board to develop a strategic plan.
4. The Head of School directs the course of the strategic plan towards the Board's priorities, derived from a multi-year plan, while keeping the Board informed.

Business Management:

1. The Head of School provides leadership in obtaining and maintaining accreditation and certification.
2. The Head of School ensures that The King's Academy maintains compliance with all local, state and federal programs.
3. The Head of School seeks for all facets of fundraising, donations and donor acknowledgements, to be managed according to biblical stewardship principles and Board defined goals and applications.
4. The Head of School oversees all budget lines dealing directly with curriculum, instruction and classroom needs.

5. The Head of School is responsible for all aspects of developing and meeting the school's budget.
6. The Head of School works closely with the Director of Development to plan viable opportunities to raise funds for necessary budgeted needs.
7. The Head of School will be asked to participate in Capital Campaign initiatives.

Personnel Management:

1. The Head of School oversees all staffing and training decisions for administration, staff, and teachers of The King's Academy.
2. The Head of School provides wisdom, counsel, leadership, training, and instruction for the staff through in-service, staff professional days, conferences for academic excellence, Biblical integration, and servant leadership in order to maximize the efforts of teachers and their educational and spiritual impact on students.
3. The Head of School ensures that the school's teachers and administrative staff adhere to established policies and procedures.
4. The Head of School, in cooperation with appointed Board representatives, coordinates the Parent Advisory Committee and the Faculty Advisory Committee and other such parent and/or teacher programs.
5. The Head of School or his/her designee identifies needs and supervises the implementation of technology integration.
6. The Head of School ensures that every employee receives an annual evaluation in writing and that every teacher is formally observed twice each year with "drop in" observations as needed.
7. The Head of School oversees the supervision of staff improvement of instruction, selection of curriculum, and administration of discipline procedures as appropriate.
8. The Head of School leads the weekly Leadership Team meeting. The Head of School will individually meet with directors of various departments on a regular basis or when needed.

Student Management:

1. The Head of School oversees student admissions while ensuring all conditions, procedures, and decisions are appropriate, biblical and advances the school's mission. The Head of School must provide and ensure that confidentiality and privacy are afforded to current and prospective students, families, staff and volunteers.
2. The Head of School evaluates students not meeting academic standards and determines a course of action.

Public Relations and Communication:

1. The Head of School seeks to develop healthy relations with the Florence area general public and maintains excellent relationships with parents, faculty, staff, students, school board, and the Administrative Team of The King's Academy.
2. The Head of School seeks to develop and maintain healthy relations with Trinity Evangelical Presbyterian Church, and will work closely with the pastor of TEPC regarding spiritual oversight of TKA.
3. The Head of School is the primary spokesperson for The King's Academy and assists the Development Director as needed with programs, publications, and activities that promote our school to parents, community and the media.

Summer Work:

1. Preparation of schedules for teachers and assist guidance counselor with student schedules.
2. Planning parent orientation and registration day
3. Meeting with student government for planning purposes.

4. Updating faculty files (certification, evaluations, etc.)
5. Analyze test data for enhancing instruction and curriculum
6. Update curriculum mapping