

Headmaster

Job Description

Professional

1. Participate in an AISA Administrator's Workshop at least every three years.
2. Join the AISA Headmaster's Association and work closely with them in academic and athletic programs.
3. Attend and participate in local, state, and national educational conferences in connection with official duties.

Administrative

1. Follow AISA guidelines regarding standards for a headmaster.
2. Attend all Board meetings, acting and participating as a non-voting member of the Board. Attend committee meetings as requested by committee chairmen. Advise and make recommendations to the Board on all matters pertaining to the operation and welfare of the Academy, except when it concerns his/her salary and tenure.
3. Direct and supervise the implementation of the school's mission, philosophy, and objectives.
4. Execute and implement all Board-approved policies, procedures, required programs and regulations that govern general and specific issues, organizations, awards, etc. Exercise discretion in interpreting and resolving issues not governed by specific policies and procedures.
5. Establish rules and procedures to administer routine matters.
6. Assume any authority and perform any duties for which an immediate problem or situation demands and advise the Board Chairman of the matter.
7. Be aware of and inform the Board of all conditions and matters affecting the school and make recommendations to the Board concerning those items pertaining to the progress and continued improvement of the school.
8. Ensure that all corporate records, minutes, deeds, student transcripts, attendance records, and other important documents for which there is no replaceable copy are secured each night in a fireproof safe.
9. Ensure that all facilities are secured and locked nightly. If activities continue after the Headmaster leaves, a designated faculty or school family member will be responsible for securing the appropriate facilities.
10. Ensure that student data remains in the "active file" for at least five years following graduation.
11. Maintain all records and reports pertaining to the entire operation of the school, including those reports required by the Escambia Academy Board of Directors, AISA, State Department of Education, and other federal, state, county, and local agencies affecting the administration of the school and foundation.
12. Accept responsibility for the operation and maintenance of Academy facilities, equipment, and property. Direct and supervise all programs related to school facilities and grounds during school hours, after school hours, and during the summer.

13. Implement Board policies directed toward providing a safe, secure, and wholesome environment for students, faculty, staff and visitors.
14. Direct and supervise curriculum review programs for educational improvements and to keep the curriculum current.
15. Develop, supervise, and implement an instructional and academic curriculum for grades K4-12.
16. Select textbooks, instructional material and equipment, grade and promotion criteria, daily schedule of classes and activities, individual courses of study, testing and evaluation standards, and all extra-curricular activities according to guidelines derived from the State Department of Education and the AISA Accreditation Standards Committee Manual. With the assistance of the Education Committee, continually review the quality of the instructional program during the year to increase its effectiveness and ensure appropriate scope and sequence of each curriculum offered.
17. Direct and supervise the standardized testing program, including the use of results to improve the curriculum, teaching and learning, and to provide objective information used in guidance and counseling of individuals and/or groups. Develop, direct and supervise the implementation of a test security system for the required SAT/OSLAT testing program.
18. Ensure that all students participating in athletic programs are covered by accident insurance.
19. Exercise discretion in dismissing school for part of a day or a full day, if, in his/her opinion, prevailing or potential hazards threaten the safety and/or well being of the students and staff. Post written emergency procedures concerning fire, severe weather, and injury in the office, halls and classrooms.
20. In conjunction with the Chairman of the Buildings and Grounds Committee, conduct special safety inspections twice annually of all buildings, facilities, and grounds. Execute fire and severe weather drills as specified in the *Operations Manual*.
21. Approve all fund-raising projects, including those held by school clubs, groups, and booster organizations.
22. Direct and supervise all insurance and employee benefit programs.
23. Direct and supervise the school's accreditation procedures.
24. Direct and supervise an on-going program to develop and maintain an effective library/media center
25. Notify parents immediately of health, discipline or scholastic concerns.
26. Direct and supervise an effective guidance and counseling program.
27. The Headmaster will be responsible for all school activities whether curricular or extracurricular. The Headmaster may at his/her discretion appoint faculty and/or parent sponsors as deemed appropriate.
28. Direct and supervise student performance as outlined in the *Student Handbook*.

Supervisory

1. Recommend the appointment, promotion, demotion, resignation, suspension, and dismissal of all faculty and staff personnel.
2. Make all faculty assignments and reassignments, in accordance with AISA

- specifications, which in his/her professional judgment will best serve the interests of the Academy. Establish a list of qualified substitute teachers to be called as needed.
3. In conjunction with the Athletic Director, supervise all athletic programs, and assign coaching duties to personnel in addition to the assignment of classroom teaching duties, when required.
 4. Provide each instructor with an outline of his/her assigned duties and responsibilities for the school year, including the Headmaster's program for supervision and evaluation of faculty personnel.
 5. Update the *Faculty Handbook* annually.
 6. Provide an in-service program for the professional improvement of the faculty, including AISA programs.
 7. Conduct conferences and staff meetings to inform faculty and staff on all matters pertaining to school operations and the desires of the Board, including materials from the AISA. Require the faculty and staff to meet operational requirements as well as all personnel policies, rules and regulations.
 8. Develop and implement a regular program of performance evaluation to include teacher effectiveness, classroom management, student progress, lesson planning, curriculum objectives, classroom environment, parental relations, record keeping and rules compliance.
 9. Require full time instructors to have at least 10 hours of professional development activities each year.
 10. Evaluate the affects of outside/other employment on the effectiveness of faculty and staff members.
 11. Supervise the use of the Internet by students and faculty.
 12. Supervise the school's food service program and its staff. Ensure compliance with all state, federal, and local laws, as well as Board policies.
 13. Provide guidance for all student activity programs.
 14. Ensure that the special safety rules and procedures are followed for the following high risk areas: cafeteria, gymnasium, and science labs.
 15. Evaluate the performance of the janitorial service and report to the Chairman of the Buildings and Grounds Committee.
 16. Plan and conduct In-Service programs to educate all employees concerning the school Comprehensive Safety and Emergency Plan. This program as well as regular faculty meetings should inform and remind all personnel of the importance of being alert at all times to suspicious persons, unusual student behavior, student gossip, unusual dress; appearance , etc.
 17. Conduct background checks on all faculty and staff in accordance with AISA requirements..

Fiduciary

1. Maintain a current school inventory of all Academy assets for financial and insurance programs.
2. Authorize all purchase requests, within the budgetary limits set by the Board, from faculty and staff before directing them to the Bookkeeper for payment.
3. Ensure only authorized personnel handle deposits into and withdrawals from

- school bank accounts.
- 4. Ensure that funds collected are secure and deposited on a timely basis.
- 5. Participate with Finance Committee in the preparation of an annual operating budget for the school.
- 6. Administer an approved budget, in accordance with Board financial policies covering payroll, purchases, disbursements, and legal requirements.
- 7. Approve and schedule all school fund-raising programs.

Parent, Student and Public Relations

- 1. Be able to explain the instructional aims, philosophy, objectives, and programs as well as school requirements to the local community with a positive school image as a top priority.
- 2. Work with the Board and parent organizations to improve all services rendered to the parents, students, staff alumni, and community friends.
- 3. Establish and maintain an effective system of communication with the Board, staff, faculty, students and parents, to include but not limited to school calendars, monthly newsletters, web information, etc.
- 4. Develop and maintain a close relationship with the school's Booster organization.
- 5. Work with the Recruitment and Admissions Committee to develop and implement programs and activities to enhance enrollment and increase the positive image of the school.
- 6. Promote good relations with parents and students in dealing with their concerns relating to school activities and coordinate the scheduling of conferences to address these concerns.
- 7. Encourage community involvement and service to the community both among the student population and the staff.
- 8. Encourage student participation in all local, state and national academic achievement events.
- 9. Encourage all factions of the school to develop and maintain strong relationships of mutual support.
- 10. Inform local media of school events, school achievements, and individual achievements.

Property

- 1. Work with the Buildings and Grounds Committee to establish long-range plans for campus improvements and/or new facilities.
- 2. Analyze the need and plan for the purchase of equipment to support the programs of the school.
- 3. Supervise the overall care and maintenance of plant, facilities and grounds on a daily basis during the school year.
- 4. Represent the interests of the school in dealing with repairmen and vendors related to facilities.
- 5. Prepare annually a list of repairs and maintenance that needs to be done during the summer and/or prior to school work days.
- 6. Interface with the janitorial service on issues as needed.
- 7. Delegate jobs to and supervise school handyman.

Leadership

1. Provide visionary leadership for the future and to motivate others to unite in pursuit of the school's mission.
2. Serve as a professional advisor to the Board and its subcommittees giving guidance and direction in the development of long-range planning of the school.
3. Provide effective leadership for the management team insuring that a spirit of participatory management exists with the establishment of proper delegation of responsibilities and authority with accountability.
4. Oversee and report to the Board all facets of school curriculum, personnel, maintenance, finance and discipline.
5. Serve as a spokesperson for the school.
6. Regulate, enforce and document discipline issues to insure that high standards of moral and ethical conduct are followed by all members of the staff, faculty, and student body.
7. Execute Board policy, procedures and required programs.
8. Develop and set a yearly school calendar to be approved by the Board.
9. Carry out any other duties assigned by the Board.