

Harvester Christian Academy

Position Posting and Job Description

Headmaster

Posting Date: 6/22/2018
Posting Expires: Until filled
To apply: Submit updated resume and cover letter to Barbara DeLozier
(bdelozier@harvesteracademy.com)

Position Description:

The Headmaster is the chief administrator of the school. The person serving in this position is responsible for delivering a program of academic excellence, maintaining the primacy of Christ in all school endeavors, supervising and developing administrative leadership, staff and faculty, and developing and retaining enrollment to maximize available resources. Furthermore, a significant focus of the Headmaster is representing the school professionally and enthusiastically while developing positive and strategic relationships within the community for Harvester Christian Academy's advancement and growth.

Position Supervises: Principal(s), faculty, and staff
Salary: Commensurate with Qualifications and Experience
Start Date: July 1, 2019

Attributes of the Headmaster:

Spiritual - The individual should possess characteristics which reflect the following:

- A strong knowledge and understanding of the Bible
- A mature, godly spirit.
- Biblical servant leader – leads and makes decisions based on Biblical principles. Seeks out God's will and agenda. Develops and equips people to advance God's Kingdom through prayer and supplication.
- Displays authenticity, humility and is transparent about strengths and weaknesses, can confidently share leadership crucibles and identify lessons learned
- Displays an understanding of and practices Biblical stewardship personally and professionally
- An unreserved acceptance of the school's Statement of Faith
http://www.harvesteracademy.com/editoruploads/files/Statement_of_Faith.pdf
- Active involvement in a local church

Professional - The following shall characterize the individual:

- An ability to articulate a Christian philosophy of education consistent with Scripture
- Broad experience as a school administrator
- Masters Degree required (Doctorate preferred)

- Certified by ACSI (or equivalent) as an administrator or willing to immediately seek the same
- Demonstration of executive and managerial leadership skills which include a proven record of delegation
- Excellent written and oral communicator
- Visionary – sees and communicates a vision of the future that inspires others to action
- Strategic Thinker – can see and articulate a path to achieve a vision that will differentiate the school in a valuable way
- Is a builder of community, teams, and a developer of people
- Holds others accountable to agreements, policies, plans and responsibilities
- Experience with and ability to create, monitor, and administer annual budgets successfully
- Knowledge of the general laws and legal matters faced by a Christian school
- A team player that can work cooperatively with the Board of Directors and school staff
- Openness to and leadership toward new ideas, initiatives and concepts in education

Personal - The individual's life shall reflect the following:

- Leads an exemplary life evident in business, finance, human resource and ethical matters
- A life lived in public and private consistent with Biblical principles
- A model of God's ideal for the family
- A spirit willing to listen and appropriately include the views and counsel of others

Responsibilities and Results

Expected Outcomes - The Headmaster will carry out the role so that the following are characteristics of the school:

- Education and development of the whole student - academically, spiritually, physically and socially
- Scripture taught as the revealed Word of God and truth, appropriately integrated into the teaching and learning experience
- Learning experiences designed to enable each student to reach their full potential in Christ
- Evidence that Christian education is having an impact in the students' lives
- Staff and faculty recruitment, development and retention that meet the professional and academic standards of the program
- Day-to-day school operational practices that are a consistent model of integrity, efficiency and accountability

Essential Job Functions - The Headmaster will lead in such a way that the following are characteristics of the school:

Commitment to Students

- Educational programs that develop students who have a Biblical world-view and are well prepared in all academic disciplines

- An academic program that is challenging and dynamic, designed to meet the needs of the students and consistently places the program at or above the mid-point of ACSI member schools in standardized test scores

Commitment to People

- Directly supervise direct reports with oversight responsibility of a total staff comprised of over 50 full and part-time employees
- Leadership and management of the school through decisions, relationships and programs that are consistent with the letter and intent of Board policies
- Clear communication channels and processes with the staff and Board of Directors
- A professional in-service program that is systematically reviewed and implemented for the academic and spiritual growth of the staff
- Admission policies consistent with Board policy/direction
- Administration and recommendation to the Board of compensation packages that are equitable with or better than comparable programs and that recognize the worth of the individual staff members professional leadership that is an agent for change and innovation
- Maintain active and positive relationships with each represented church's leadership and staff

Commitment to School

- Professional leadership that is an agent for change and innovation
- Current knowledge and integration of major trends in education and Christian education specifically
- Creation of and management to an annual budget in cooperation with the Board of Directors
- A strategic plan for the school that is implemented and reviewed annually
- ACSI (and other) accreditation is maintained and all re-accreditation recommendations are acted upon in a timely manner

Accountability - The Headmaster will do the following:

- Attend each Board meeting (except for executive sessions)
- Prepare and give a written monthly report on school activities, issues and trends
- Perform all duties consistent with Board policies
- Keep the Board informed of significant issues or potential risks/crises through the Board Chairman
- Give support and provide loyalty to the Board always
- Provide feedback, counsel, and annual written professional evaluation of subordinates

Harvester Christian Academy exists to train young men and women who will impact our culture for Christ. The purpose of HCA is to provide Christ-centered discipleship (education) for covenant Christian families. This is done in a challenging academic setting by training the mind to lead and the heart to serve.