



Head of School Job Description

Position Overview

The Head of school serves as the leader and CEO of GDA. They are responsible for the administration and management of the school including but not limited to spiritual leadership, academic success, financial health, community relations and fundraising. This is accomplished by working with the Board, faculty, staff and students to effectively bring about the mission and vision of the school.

Vision

- Convey the vision for GDA and its future to students, parents, faculty, staff, board, and community.
- Maintain congruency between GDA's mission statement and all programs and activities of the school.

Leadership

- The Head of School holds primary responsibility for providing personal and visible leadership for the school faculty, staff, students and families on issues related to the mission and goals of the school.
 - The HOS is responsible for creating a culture of honor and fostering momentum and inspiration to meet the visionary goals of the organization. He/she is supported in this function by the administration.

Academic Excellence

- Oversee the development and implementation of a classical curriculum.
- Promote a culture of academic excellence and continuous improvement among faculty and students.

Spiritual Development

- Foster an environment that encourages spiritual growth and discipleship among students and staff.
- Ensure integration of faith and learning throughout all curriculum and school activities.

Administrative Management within Management

- Provide administrative and staff evaluations of direct reports, share performance assessments, and assist in goal setting for the future.
- Collaborates with administration to continually assess and reevaluate all academic programs within the school.
- Maintain a visible presence in all areas of the school and work toward a resolution of problems as they arise.

Communication Responsibilities

- **Internal Communication**
 - Foster open lines of communication among faculty, staff, students, and parents to promote a positive school culture.
 - Regularly ensure that the school community is updated on important initiatives, events, and policies through newsletters, emails, meetings and social media.
- **External Communication**
 - Serve as the primary spokesperson for the school, representing its mission and values to the public and media.
 - Oversee communication strategies that enhance the school's visibility and reputation in the community.
- **Crisis Communication**
 - Develop and execute crisis communication plans to effectively manage any issues that may arise, ensuring transparency and maintaining trust within the community.

Governance

- Serve as the primary liaison between the Board of Trustees and the school community, ensuring effective communication and collaboration
- Prepare and present reports to the Board on school performance, strategic initiatives, and financial status.

- Collaborate with the Board to develop, review, and implement school policies that align with the mission and values of the institution.
- Collaborate with the Board to carry out all bylaws.
- Ensure compliance with all applicable laws, regulations, and accreditation standards.
- Oversee the accreditation process, including preparation of reports and documentation required by accrediting bodies.
- Collaborates with the board to propose considerations for strategic planning, attend board meetings, prepare reports, maintain board records, and keep board informed of all aspects of GDA operations.

Finances

The Head of School works with the finance department to develop and implement an annual operating budget:

- Monitor income, expenditures, collections, and cash flow of GDA.
- Create and administer preliminary, final, and ongoing budget that will determine the setting of succeeding year's tuition.
- Request and approve all departmental budgets and oversee adherence.
- Secure appropriate levels of insurance to protect school property and cover the liability of the school.
- Schedule an annual evaluation of GDA's financial records by an outside CPA firm.

Development

- The Head of School is responsible for working with the Development Director in publicizing the vision of the school to solicit donations by building relationships with potential donors.
- Collaborate with the Development Director to implement a comprehensive fundraising strategy to support the school's mission and financial goals.

Insurance Policy Management

- Oversee the procurement, evaluation, and management of all insurance policies, including general liability, property, worker's compensation, and auto insurance.
- Ensure that insurance coverage meets the needs of the school and complies with legal requirements.

Qualifications

Required

- A clear, mature, and growing relationship with Jesus Christ; active participation in a local church.
- Full agreement with and ability to articulate the school's Statement of Faith.
- Strong understanding of classical Christian education, including its biblical foundation, pedagogy, and philosophy.
- Minimum of a bachelor's degree in education, leadership, theology, or a related field.
- Minimum of 3 years of teaching and/or administrative leadership experience, ideally within a Christian or classical school.
- Demonstrated ability to lead and develop faculty and staff spiritually, academically, and professionally.
- Strong organizational, financial, and strategic planning skills.
- Excellent written and verbal communication skills with the ability to inspire and unify staff, families, and students.
- Demonstrated ability in conflict resolution, decision-making, and maintaining unity within a Christian community.
- Proven character that reflects humility, servant-leadership, and Christlike example in all areas of life.

Preferred

- Advanced degree in education, leadership, theology, or a related field.
- Prior experience as a Head of School, principal, or senior leadership role in a Christian or classical school.
- Direct experience with the classical model of education.
- Experience in donor relations, advancement, and fundraising.
- Background in governance, including working closely with a school board.
- Experience in managing accreditation, compliance, and school growth initiatives.
- Demonstrated ability to engage effectively with the broader community and represent the school publicly.

Reports To

The Head of School reports directly to the Board of Directors and serves as its chief advisor in all matters pertaining to school operations, mission alignment, and long-term strategy.