



# WESTLAKE CHRISTIAN ACADEMY

## HEAD OF SCHOOL JOB DESCRIPTION

GRAYSLAKE, ILLINOIS | WESTLAKECHRISTIAN.ORG | ADMINSEARCH@WESTLAKECHRISTIAN.ORG

### GENERAL RESPONSIBILITIES

- Develop and maintain a school which is thoroughly Christian. This involves due consideration given to implementing the school philosophy, mission, and core values in every area of education.
- Develop and maintain a school which is academically sound. Students should be highly equipped in the tools of learning so as to be able to challenge the world around them rationally.
- Assume responsible leadership of the school and its program. This involves assuming the role as primary visionary for the school.
- Prevent crises from occurring when possible, and deal with them in a timely and efficient manner when they do occur.

### SPECIFIC DUTIES

#### INSTRUCTIONAL & SPIRITUAL LEADERSHIP

- Provide for effective leadership of the school's instructional process.
- Ensure that the faculty is engaged in continuous curriculum development.
- Ensure that the school is adequately equipped and supplied to provide quality education.
- Ensure a sound program for spiritual and academic professional development of the faculty, including the pre-school-year teacher orientation meetings.
- Be the agent of educational change and innovation for improvement.
- Ensure the development and maintenance of a co-curricular activities program consistent with the mission of the school.
- Ensure the development and maintenance of a vital, challenging, conviction-oriented chapel program geared to the spiritual climate and various ages of the student body.
- Work with the board and faculty continuously to align every aspect of the school with a biblical worldview and philosophy to maximize student spiritual formation.
- Ensure the school maintains accreditation through ACSI as well as any other agencies determined by the Board.

### QUALIFICATIONS

- Valid ACSI Principal/Administrator Certification
- Previous experience in school administration
- Masters Degree in Education Supervision or Curriculum, or higher
- All general qualifications for faculty/staff

### ACCOUNTABILITY

- Answer directly to the Board of Trustees with regular, bilateral communication. At Westlake, the Administrator is the sole employee dealing with the Board.
- Be evaluated annually each January by the Board of Trustees.

### HOURS, HOLIDAYS, VACATION

The Administrator is an exempt salaried full-time position which carries the expectation of a minimum of 40 hours work per week. This position is a full year responsibility. The Administrator may take all school holidays. Vacation time for the Administrator is set by his/her contract.

### SCHOOL PROFILE

- Preschool-12th Grade
- Enrollment: 265
- Founded 1972
- Accredited by ACSI
- Regional accreditation by Cognia
- Recognized by Illinois State Board of Ed

## SPECIFIC DUTIES (CONT'D)

### RESEARCH

- Keep abreast of the major trends and research in education in general and Christian education in particular.
- Work with the Board to implement the strategic vision for the school.
- Serve as the educational consultant to the board by providing information and counsel on all the school's educational problems and procedures.
- Ensure that the faculty identify and solve educational problems based on data analysis and best practices.
- Ensure that the school maintain an accurate, reliable assessment program.
- Lead in recruiting and enrolling qualified students.
- Ensure the maintenance of an effective guidance program for the school.

### SUPERVISION

- Directly supervise all personnel who serve in a supervisory capacity.
- Ensure the adequate supervision all teachers and staff. Ensure the supervision of the instructional process so teachers and students are guided and stimulated to their greatest potential.
- Ensure the regulation and enforcement of discipline policy.
- Ensure the maintenance of inventories of books, equipment, furnishings, etc.
- Ensure the development of student leadership for good school life and morale.
- Ensure adequate communication with parents about their children and the school.
- Ensure that scheduling of all co-curricular and extracurricular activities is effectively coordinated.
- Ensure that student records are adequate, accurate, and administered legally.

### PERSONNEL ADMINISTRATION

- Lead in recruiting and hiring quality, mission-appropriate faculty and staff.
- Ensure that all job descriptions are accurately created, properly executed, and regularly reviewed.
- Ensure the maintenance of accurate personnel records for all faculty and staff in compliance with Westlake, Illinois, federal, and accrediting agency expectations.
- Ensure written evaluation of all school personnel periodically.
- Handle grievances of school personnel according to policy.
- Lead in the guidance, discipline, and ultimate dismissal of personnel who do not perform satisfactorily according to policy.
- Ensure the health and safety of the students, faculty, and staff while at school or involved in school functions.
- Serve a liaison between the board and the faculty and staff.
- Pray for all personnel daily.

### FINANCE

- Work with development staff to secure sufficient external revenue sources.
- Work with the board in the development of the annual budget.
- Administer financial policies concerning tuition.
- Work with the board to ensure proper financial controls and procedures are followed.
- Authorize budget expenditures.
- Ensure the maintenance of proper systems for the security and disbursement of petty cash and of all student body financial accounts.

### PUBLIC RELATIONS

- Maintain an effective program for promoting the school to its stakeholders as well as the general public.
- Develop and maintain policies and procedures for preventing and handling potentially negative public relations events involving the school.
- Maintain an active relationship with The Association of Christian Schools International (ACSI).

**OUR MISSION: TO PROVIDE FOR CHRISTIAN FAMILIES A CHRIST-CENTERED EDUCATION THAT DISCIPLES OUR STUDENTS TO HONOR JESUS CHRIST IN THOUGHT, WORD, AND DEED.**