

Head of School Position Description

Direct Report

The Head of School reports to the Board.

Primary Objectives

The Head of School:

- Provides broad leadership to the operational, financial, educational and spiritual aspects of the school.
- Serves as primary custodian of the school's Mission, Vision, Values and Culture.
- Serves as "communicator-in-chief," representing the school to all constituents, internal and external.
- Generates support for the school in prayer, volunteer service and giving.

Leadership Philosophy

Administrative leadership at Turlock Christian School is marked by a "culture of team." The Head of School serves as team developer and leader, resourcing and empowering others for effectiveness. Responsibilities are clearly delineated. Corresponding authority is given. Expected outcomes are understood and accepted. Collaboration is central to a team's effectiveness, resulting in greater clarity, more creativity, and better choices. Though the Head of School bears the ultimate leadership responsibility and authority, they practice participatory leadership, exercising their authority rarely and only when essential for the school's health.

Responsibilities

Leadership

- Collaborate with staff to prepare Annual Outcome goals, and upon Board approval, lead in the material achievement of those goals.
- Prepare and present an annual budget, and upon Board approval, manage expenditures and budget to satisfy financial obligations and contribute to fiscal sustainability.
- Enact and enforce appropriate operational policies and procedures.
- Ensure a strong educational program that, in partnership with parents, positively engages students as learners.
- Manage staff effectively through sound hiring practices, extensive resourcing, consistent accountability, and caring support.
- Partner with Board in providing strategic, big picture, long-view leadership to the school.
- Ensure compliance with all applicable governmental regulations imposed by county, state and national entities.

Custodian of Mission, Vision, Values and Culture

- Serve as primary Vision-caster
- Lead the achievement of the school's Mission and Vision
- Encourage the integration of Biblical values and a Christian world-view in both academics and campus life.

Communication

- Ensure high-functioning, internal communication between administration, faculty, staff, students and parents.
- Keep stakeholders and other supporters of the school's mission and ministry well-informed.
- Be the "face and voice" of the school in the community.
- Persistently and creatively promotes the school's "value proposition" in ways that encourage enrollment

Support

- Develop strong relationships with current and potential stakeholders in order to increase goodwill and financial support.
- Be thoroughly engaged with pastors, community and business leaders in Turlock and its environs.