



**JOB DESCRIPTION**

**Position:** Headmaster

**Reports to:** Rock Church Chief Operating Officer

**Position Status:** Regular, Full-Time, Exempt

**Department:** Rock Academy

**Effective:** April 2012

**Replaces:** All Previous

**Position Number:** RA-04-12

**Posting Date:** May 8, 2012

**1<sup>st</sup> Closing Date:** May 15, 2012

**Position Summary:**

The Headmaster serves as the professional and spiritual leader of the staff and the advisor to the school advisory board. The Headmaster is responsible for ensuring that the Rock Academy demonstrates consistent alignment with the faith statement, mission, vision, and direction set forth by the trustees. In addition, the Headmaster will ensure that the focus of decisions and actions are Christ centered and in the best interest of a well-rounded, comprehensive infant, preschool and K-12 school program presented from a Christian worldview to include ministry, academics, athletics, music/arts, and other student activities. Incumbent works under the direct supervision of the Rock Church Chief Operating Officer.

**Job Responsibilities and Duties:**

1. Ensures the overall operation and direction of the school are upholding the policies and procedures as set forth by the school advisory board.
2. Collaborates with the school's advisory board to develop, monitor, and maintain policies and procedures as co-overseers of the school.
3. Prepares advisory board materials in conjunction with the advisory board chair, attends all advisory board meetings, presents monthly written reports on current state of the school and identifies future issues or needs of the school/organization.
4. Assists board committees to include; finance – short and long term reporting and analysis (in conjunction with the Rock Church Chief Financial Officer); vision and long range stewardship planning for continuous improvement toward the school's future; development (in conjunction with Director of Development); donor development and relationships; retaining financial support for the mission of the school.
5. Demonstrates leadership through knowledge of curriculum/instruction to serve the clientele who learns through a comprehensive K-12 school curriculum, which represents effective instructional practices and curricular choices for excellence in education.
6. Responsible for the preparation of annual school-wide calendar in advance; works with the site administrators to refine it; present it to the school advisory board for review prior to beginning of new school year.
7. Provides leadership and vision to promote unity, academic excellence, and spiritual development of students and staff. Promotes strong relationships between the church and school.
8. Spends 30% to 50% of service time to the Rock Academy's advancement issues (fund raising, attracting new students, constituent relations) and the remaining 50% to 70% of time on administrative duties, processes, and tasks.
9. Leads, guides, and directs the planning, development and implementation of future facilities and program expansion.

10. Works closely with the Rock Church Marketing and Communications Department in planning and carrying out an effective program of interpreting the school to the public. Serves as a member on the public relations committee and gives direction to the program as needed.
11. Actively and enthusiastically develops, constituents and engages advancement strategies.
12. Attracts, develops, disciplines, motivates, and retains quality Christian personnel at all levels within the organization.
13. Ensures open, honest and forthright communication with the school advisory board, parents, staff, and constituents of the school.
14. Responsible for maintaining a safe physical environment for students, staff, and visitors to the school.
15. Oversees the stewardship of the physical property and assets of the school especially appearance, maintenance, security and record keeping.

**Job Skills and Requirements:**

1. A Master's Degree with specialization in education, administration or related fields is required. Additional graduate study beyond the degree is highly desirable. CA State Teaching Credential preferred.
2. A minimum of five years teaching experience, and five years effective experience demonstrating leadership and development in the operations of private/public sector school is required.
3. Proven personal, academic, moral, spiritual, and leadership qualities to direct the total operation of the Rock Academy with an understanding and commitment to the ministry of the church, school and its philosophy.
4. Demonstrated skills in the appropriate use of decision-making strategies in all aspects of the Rock Academy's operations.
5. Proven ability to serve as a visionary, proactive leader who demonstrates continuous improvement of all aspects of a comprehensive K-12 school including spiritual leadership and advocacy, advancement strategies, budgeting and finance, and comprehensive offerings for student curriculum and instruction.
6. Demonstrated knowledge of comprehensive and balanced curriculum/instruction that prepares elementary youth to successfully move to the next education level and prepare adolescent/high school age students for the world in which they will live as adults and in preparation for higher education opportunities.
7. Maintains a thorough, working knowledge of private school rules, regulations, ordinances, laws, policies, and procedures related to private Christian education.
8. Demonstrates consistency and fairness in discipline and direction of students and staff.
9. Must possess an understanding of principles and practices of modern private schools including technology use for continuous improvement of the organization.
10. Ability to identify opportunities that support the spiritual growth of students throughout the Christian school experience.
11. Must possess an understanding of principles and practices of personnel leadership and management to include organizational development and staff evaluation.
12. Strong understanding of facilities and ongoing growth related to working with architects, contractors, and other entities that interface with the business division of the school.
13. Thorough understanding of the relationship of dollars received (donations, gifts, tuition, and other) with student enrollment in a private school system. Demonstrated leadership for conservative fiscal practices.

14. Understanding of advancement and marketing efforts of a private Christian school; experience as a practitioner in advancement is desired.
15. Strong oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations. Skilled in diplomacy.
16. Experienced in conflict resolution. Able to apply biblical wisdom, discernment and active listening skills; values others.
17. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint).
18. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
19. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in group problem-solving situations; strong team player who meets commitments.
20. Ability to recognize and maintain confidentiality as appropriate.
21. Self-motivated and flexible with the ability to work well under pressure and in a fast paced working environment with minimal supervision.

The above summary represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Rock Church Chief Operating Officer.

#### **Expectations of Staff:**

1. The Headmaster will possess and demonstrate the character qualities necessary for successful leadership as stated in scripture of someone who:
  - a. Has a personal testimony of surrendering to Jesus Christ as their personal Lord and Savior.
  - b. Christ-centered behavior at all times. (i.e. treating people with dignity, respect, compassion and integrity).
  - c. Seeks to identify Christ's will through the Word and prayer and follow it in all areas of leadership and life.
  - d. Demonstrates a heart for impacting the lives of students and staff, which manifests through the fruit of the Spirit and other Christ-like qualities.
  - e. Applies Biblical principles to all areas of the Rock Academy including instruction, curriculum, athletics (sports, physical education, and extra-curricular), finance/business matters and relationships.
  - f. Promotes and maintains an atmosphere of unity, trust, respect, and open, honest communication, serves as a team builder and leader with the staff, students, parents, church staff and the school advisory board.
  - g. Affirms direction and authority of teachers and administrators while providing mentoring, coaching, tutoring, and confronting (in accordance with Matthew 18) for successful outcomes for students and staff.
  - h. Demonstrates hopeful optimism with regard to God's faithfulness and provision.
  - i. Is a person of faith, willing to take risks for the advancement of the Kingdom of God through the Rock Academy.
2. Follows Matthew 18 and Ephesians 4:15 for all grievances.
3. Successful completion of both a LiveScan and reference check.
4. Regular attendee of the Rock Church, including a tithe 10%.
5. Attendance at all mandatory meetings (and events, as needed).
6. Signed acknowledgement of the Rock Church Statement of Faith.

7. Adheres to policies and procedures as stated in the Rock Academy Staff Handbook.
8. Pleasant and professional personality and appearance. Staff should set a good, modest example to students by dressing in “professional casual” attire.

**Physical Requirements:**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

**Employment At-Will:**

All employees of the Rock Church and Academy are at-will, as such, are free to resign any time without reason. The Rock Church and Academy likewise, retain the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church or Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.