Spanish River Christian School
Job Description for Headmaster

Position Title:
• Headmaster, Spanish River Christian School ("SRCS")

SRCS was established in 1982 as a ministry of Spanish River Church for the purpose of providing Christian education. The school's ultimate purpose is to instill in every student a Christian world perspective. Located in the heart of Boca Raton, Florida, SRCS offers an academic program in preschool through eighth grade for children who are capable of succeeding at grade level in a traditional classroom setting.

Our Christian school prepares students to live a Christian life in a contemporary society. The school develops a desire in children to study God's word and apply the Scriptures to their daily lives. The school's mission is to educate the whole child spiritually, socially, and academically under the Lordship of Jesus Christ. SRCS's Vision Statement is: Enriching minds, engaging hearts, empowering leaders to impact the world for Christ.

Reporting Structure:
The Session of Spanish River Church is responsible for the oversight of the total ministry of Spanish River Christian School. The Session has established the School Board to operate the school on behalf of the Session. The School Board is selected by the Session with recommendations from the Headmaster.

The School Board has been entrusted with the responsibility of setting policy regarding the administration, curriculum, and operation of the school. Such policy is subject to approval by the Session.

The Headmaster reports to the Session, Pastor, Executive Pastor, and the School Board. The Headmaster is ultimately hired by the Session with input from the School Board.

General Description and Qualifications:
• The Headmaster is responsible for leading and managing the overall operation of SRCS.
• A member in good standing of Spanish River Church, a Presbyterian PCA Church, that acclaims and earnestly supports the foundational principles of belief.
• An exemplary personal statement of faith that reflects a consistent dedication to honoring God, personal growth and service to others.
• An acknowledgement of, and dedication to, SRCS’s Statement of Purpose and Belief as detailed in the “Student and Parent Handbook”
• A servant-leader whose conduct exemplifies Biblical principles
• Strong leader with minimum of three years of relevant leadership experience
  o Ability to mentor other leaders, build teams, and create a supportive work environment
  o Ability to create close relationships with staff, parents, and community
  o A problem-solver who can engage appropriate parties to develop and implement solutions
    ▪ Ability to extend beyond philosophy and theory to invoke practical application
  o Ability to think strategically and analyze complex situations
• Possess insight into contemporary culture and the challenges facing families, youth, and Christian education
• An innovative practitioner of ways to invoke educational programs and administrative processes that engage parent and staff support while fostering desired student outcomes
• Ability to understand and embrace SRCS’s culture
• Ability to understand and embrace SRCS’s relationship with Spanish River Church
• Master’s Degree Required; Master’s in Education Administration or Education Leadership preferred
KEY AREAS OF RESPONSIBILITY:

Relationship with Spanish River Church:
- SRCS is a ministry of Spanish River Church (SRC) with the mission that seeks to transform lives through acknowledging Jesus Christ as Lord in all aspects of operations.
- The Headmaster is a member of the Spanish River Church Leadership Team.
- The Headmaster is responsible for leading SRCS’s relationship with Spanish River Church.

Relationship with School Board:
- The Headmaster will provide leadership to the school and represent the Board to the staff of the school, and the staff to the Board.
  - Build and foster a relationship of trust and respect between the Headmaster and the members of the Board as all seek God’s wisdom and direction for the school.
  - Serve as chief communicator between the Board and the faculty and staff.
- Keep the Board fully informed of such matters and data concerning the needs and operations of the school, as appropriate and in keeping with the Board’s responsibilities.
- Organize and attend Board meetings.
- Maintain a professional working relationship with the Board.
- Know and implement the policies of the school.

Overall Organization:
- Promote an internal organization that permits transparent, open communication – up and down.
- Work to produce smooth day-to-day internal operations.

Planning and Analysis:
- Develop school improvement plan with the faculty and staff. Participate with the Board and Administrative Team in strategic planning.
- Keep abreast of educational trends, and implement them as appropriate for the school, by attending workshops / seminars and by doing personal research.
- Annually attend professional development workshops as appropriate.

Academic Program:
- Direct faculty in the design, implementation, and administration of student academic programs and services appropriate to the needs of those enrolled and consistent with the school’s values, teaching style, and mission / philosophy that integrates Biblical truths and Christian worldview in all disciplines.
- Develop systems of scheduling to accommodate these academic programs and services.
- Set standards of participation and achievement in each of the following areas:
  - Provide leadership in the process of curriculum development
  - Provide assistance and support to the faculty and staff in their efforts to develop progressive curricula that reflect the school’s values, teaching style, and mission / philosophy
  - Promote hands-on learning experiences and enrichment opportunities
- Organize co-curricular activities, elective offerings, cultural exposures, fine arts, and athletics sufficient to round out the school’s academic program and provide for student interest development.
- Implement formal and informal character development programs that relate to high moral and ethical conduct; to include counseling and advisory programs, a system of positive discipline that promotes kindness, courtesy, respect, responsibility, integrity, and love of learning.
- Establish and oversee student life programs for after hours and occasional weekends, including extended day programs, summer camps, and recreational and cultural activities.

Personnel:
- Define the teaching and non-teaching professional faculty positions needed to implement the school’s programs and recruit highly effective teachers to fill them.
- Establish productive working conditions, discipline, training, and development of all professional staff.
• Oversee faculty certification and licensure process and perform formal observations as needed.
• Determine standards and take appropriate steps to measure and maintain reasonable performance and professional growth among immediate subordinates and, through them, all professional employees; dismiss those who fail to meet the standards.
• Establish practices and procedures to promote harmonious and constructive relationships among all of the school’s professional staff.
  o Establish an atmosphere of team building and planning.
  o Follow a collegial managerial style.
• Maintain personal contact with all school staff members, fostering good public relations, promoting high morale, and identifying personnel problems as early as possible.
  o Encourage similar conduct among subordinates.
• Recognize, coach, and provide meaningful feedback through active performance management throughout the school year.

Organizational Setting:
• Responsible for the safety and security of the school’s students and staff
• Oversee the safety and security plan.
  o Develop, maintain, and update as appropriate, a School Safety Plan.
  o Ensure that all State codes – health, fire marshal, etc. – are in compliance.
• Ensure compliance with local, state, and federal agencies and guidelines.
• Ensure that the school’s academic staff adheres to all personnel policies, procedures, and guidelines.
• Ensure compliance with accrediting and school membership agencies.
• Establish objectives and procedures to ensure operational efficiency.
• Ensure staff collaboration and cooperation with facilities management and other facility users as it relates to the physical use and maintenance of the school’s buildings and grounds.

Program and Service Support:
• Partner with staff to identify curriculum needs in terms of teaching materials, faculty, and program support.
• Approve and administer rules and procedures in the Student Handbook and Staff Handbook.
• Promote harmonious relationships between students, faculty, and administrators, recognizing the importance of developing each individual.
• Oversee the evaluation of student progress and systems for communicating with parents.
  o Work with the faculty to develop and implement procedures for tracking student progress and for intervening early when concerns are identified.
  o Meet with the faculty regularly to discuss student progress, and assure and facilitate contact and follow-up with families as needed.

Technology:
• Evaluate virtual and technological education as a tool for enhancing the school’s academic offering.
• Remain abreast of opportunities for smart, creative use of technology in education.

Finance:
• Review and management of operational expenses and budgets
• Review and management of staff compensation and pay scales
• Prepare a complete annual budget proposal for submission to and approval by the Board.
• Ensure that the available financial resources are carefully managed within the budgetary guidelines.
• In conjunction with the church CPA, submit monthly financial reports to the Board, including enrollment, outstanding accounts, income, expenditures, and cash flow projections.
  o Responsible for ensuring that all student accounts are up-to-date.
Enrollment:
- Recommend enrollment objectives with respect to student numbers, character, and qualities to predict success at the school
  - Execute programs to achieve these objectives, including recruiting and retaining students in numbers sufficient for solid school finances
- Ensure admissions criteria includes compliance with SRCs and SRC mission, vision and statement of belief, by working with the Board and faculty to establish and administer standards and procedures.
- Provide personal communication to prospective families and facilitate admissions process.
- Conduct interviews with families of prospective students to ensure they embrace the Christian worldview.
- Conduct exit interviews with families leaving the school to gather data that will help identify the school’s strengths and weaknesses.

School Image / Communication / Public Relations:
- Maintain excellent relationships with parents, faculty, staff, students, alumni, School Board, and administrative team of Spanish River Church.
- Maintain a high profile and accessibility by being visible and attending school events to build awareness, strengthen parent relations, and encourage support of the school.
- Work closely with the Board and staff members in planning and carrying out an effective program of interpreting the school to the public.
  - These groups shall include: Spanish River Church, the Board, faculty and staff, students, parents, alumni, friends of the school, churches, and Palm Beach County.
- Endeavor to exemplify the school and its values
- Serve as the primary spokesperson for the school
- Market the school via the website
- Encourage meaningful alumni, parent, and past parent participation in events that assist and support the goals of the school.

Fundraising:
- Participate actively in planning for all fundraising efforts.
- Review and approve all fundraising efforts to ensure consistent adherence to mission, vision and statement of beliefs.
- Actively support and encourage the school’s fundraising efforts.
- Assist in the fundraising efforts by articulating in many different settings the school’s unique vision and the value of the goals for which the funds are being raised.

Student Admissions and Control:
- The Headmaster shall be a member of the admissions committee and shall work closely with the committee in the selection of students within guidelines of Board policy.
  - Establish a program of prospective student interviews and testing.
  - Ensure that discipline is enforced and administered by the school principals in accordance with the student handbook and faculty manual.

Parent Teacher Fellowship (PTF) and volunteer groups:
- Work closely with the officers to ensure programs meet the needs of the school families.
- Encourage strong spiritual leadership within the organization.
- Monitor, support, and guide the activities of the PTF, Booster Club, and other parent volunteer groups designed to escalate parent support in identifying and supplementing the needs of SRCs.