

JOB DESCRIPTION – HEAD OF SCHOOL



Overview:

The Headmaster is responsible for the prosperity of Fort Dale Academy under its philosophy and objectives. This includes academic standards, athletics objectives, other extracurricular goals, financial strength, safety of students, faculty and employees, and community reputation. The general outline of Headmaster duties and responsibilities are highlighted below but are not intended to be an exhaustive list of duties and obligations. In general, the Headmaster will act as the general manager of Fort Dale Academy, including supervisory oversight of all staff and faculty. Additionally, the Headmaster is responsible for supervising all students and implementing an effective educational program that will prepare students for success in college and meet all other goals of the mission statement of the school.

Relationship to the Board of Directors

- Accountability to the Board of Directors.
- Responsibility for giving advice and information to the Board, proposing programs and recommending future direction of the school.
- Responsibility for Board orientation as determined by the Board of Directors.

Administrative Duties

- Administrative head of Fort Dale Academy: general manager of faculty, staff, students and operations; leader of the administrative management team.
- Responsibility for marketing, public relations, and school advancement efforts under the direction of the Board of Directors.
- Responsibility for admissions and the operational financial health of Fort Dale Academy.
- Responsibility for ensuring the safety of students, faculty and employees.
- Responsibility for implementing and adhering to the policies set forth by the Board of Directors.
- Oversight of all extracurricular objectives of Fort Dale Academy, including athletics, arts and clubs.

Educational Leadership

- Responsibility for hiring, evaluation, termination of all employees, and providing professional development requirements for all faculty and staff.
- Responsibility for memberships and participation in local, state, regional, and national associations.
- Responsibility for maintaining the family atmosphere philosophy and blending all constituencies into a cohesive unit.
- Responsibility for implementing educational philosophies in order to meet objectives for growth and excellence.

Community Involvement

- Responsibility for the community image of the school as much as can be determined.
- Involvement in civic clubs and the social life of the school.
- Ambassador for the school in community, culture, fund raising and family retention.