

## **JOB DESCRIPTION: HEAD OF SCHOOL**

Arborbrook Christian Academy (K-12)  
4823 Waxhaw-Indian Trail Road  
Matthews, NC 28104

**All applicants must contact: David Ritter, Christian Schools International (CSI) at [dritter@csionline.org](mailto:dritter@csionline.org).**

### **Overview of Head of School role:**

The Head of School must be a strong Christian leader who can embrace the vision of Arborbrook, look to the future, and plan for its needs. Arborbrook is looking for someone who embraces Charlotte Mason's philosophy on education. The future Head of School will be Christ-centered, spiritually mature, and qualified in leadership development, strategic planning, and communication. Our future Head of School will need to be able to balance the varied needs of staff, teachers, families, and students to achieve success.

### **Direct reports/relationships:**

The Head of School of ACA is appointed by, and reports directly to, the Board of Directors. Positions reporting directly to the Head of School include:

- Administrative Assistant to Head of School
- Director of Operations
- Business Manager
- Lower School Principal
- Upper School Principal
- Office Manager
- Various supporting roles

### **Head of School relationship with Board of Directors:**

1. Ability to build a positive relationship and partnership of governance with the Board of Directors.
2. Attends, as a nonvoting member, all School Board meetings (except Executive Sessions), as well as other committee meetings as required.
3. Maintains contact with the Board chairperson to assure that there are "no surprises".
4. Serves as chief communicator between the Board, administration, faculty and staff.
5. Ensure and respect the confidentiality of all Board meetings

### **Families & Student Responsibilities:**

1. Provide resources and opportunities for students to hear about Christ, grow deeper in their personal relationship with Him, and impact others locally and globally with the Gospel.
2. Assist the Principals, as necessary, in mentoring and molding the hearts of students through the application of the ACA Philosophy of Student Discipline and through regular engaging chapel experiences.
3. Foster and maintain a spirit of community among the ACA family body.
4. Develop and maintain excellent student, teacher, parent, church, and community relationships.
5. Able to handle conflict with students, parents, and teachers so that situations are resolved in a Godly way and according to the policies and procedures of the school.
6. Create an atmosphere of trust and confidence in the school with those inside and outside the school.
7. Articulate and model the school's mission and core values to every school stakeholder and surrounding communities.

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### **Budget Responsibilities:**

1. Work with the Finance Committee and School Leadership Team in developing an annual budget for Board approval.
2. Fully adhere to all purchasing policies and procedures to ensure fiscal discipline and compliance.
3. Issue annual contracts to highly effective and credentialed administrators and faculty, as well as qualified personnel. Work with the Board and Business Manager to generate non-tuition revenue and to coordinate fundraising activities.
4. Develop, cultivate, and maintain relationships with potential donors to further the fiscal goals of the school.

### **Strategic Vision & Planning:**

- The Board of Trustees and administration remain diligent in addressing future challenges and opportunities. These include the following:
  - a. Marketing the school effectively to maximize community awareness and enrollment potential.
  - b. Maintaining current financial stability.
  - c. Enhance giving to the fundraising initiatives and collaborate on creating other funding opportunities.
  - d. Continued aggressive elimination of current debt.
  - e. Addressing the immediate and long-term needs identified through our Strategic Planning.

### **Qualifications:**

1. Proven record of successful servant leadership and managerial skills; macro management style, experienced in organizational development, good motivator;
2. Successful leadership and management experience in Christian education or Church administration is preferred.
3. Excellent written and oral communication skills; good listener.
4. Good business management skills; strong financial acumen and understanding.
5. Integrity; character above reproach; patience and humility.
6. Knowledge of, and experience with leading CSI or ASCI level accreditations renewal and compliance
7. Graduate degree is required. A Master's Degree is preferred. Both from a regionally accredited college preferably in Ministry, Business Management, and/or Organizational Leadership.

*\*Note the information contained in this job description has been prepared to indicate the general nature of work performed by the Head of School for ACA. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*

For more information about our history and teaching philosophy, please visit the Arborbrook Christian School website at <http://arborbrook.org/>.