



BLUEGRASS CHRISTIAN ACADEMY (BCA)
HEAD OF SCHOOL
Job Description

Created: May, 2022

Hired by: Board

Salary/Wage: Dependent upon education and experience

Reports to: Board

Oversees: All school employees and volunteers

MISSION

“Bluegrass Christian Academy partners with families to educate students in the classical tradition, to form them into God-honoring people who grow in virtue, wisdom, and service to others for the rest of their lives.”

Bluegrass Christian Academy (BCA) is a non-denominational, Classical Christian school dedicated to providing a quality education with rigorous academic standards from a Biblical worldview. Offering preschool through 8th grade, BCA offers students a wholesome learning environment with low student to teacher ratios. BCA is committed to a Classical curriculum that provides a distinct Christian perspective academically with an emphasis on Christian values, service and leadership.

The Head of School will lead under the direction and guidance of the Board. The Head of School (hereafter HoS) will enthusiastically share vision, a zeal for learning, a passion for the gospel, and godliness. HoS will embody the school's goals, values, and visions. HoS will lead as a gentle, humble servant of Christ, who possesses boldness and courage in fulfilling the school's mission and goals. HoS will articulate and project a vision within the school of Christian wisdom.

HoS will support faculty in creating an atmosphere that inspires wonder and love of learning by modeling and encouraging lifelong learning, by integrating a faith-filled Christian orthodoxy; by modeling and encouraging humility and charity toward students; by modeling and encouraging perseverance, diligence, and repentance; by modeling and requiring personal virtue, both academically and morally; by establishing and fostering a covenant community characterized by charity and hospitality in relationships with students, parents, and colleagues; and most of all, by demonstrating the love of the Triune God in teaching, serving, and living from a whole heart. HoS will shepherd students by helping them to live in light of our mission, ordering their loves toward the true, the good, and the beautiful in obedience to Christ, inspiring them with wonder at the glories of God's Word and God's world, and encouraging them to cultivate the gifts that God has given them in service of one another.

HoS will exhibit administrative competence and efficiency in ensuring that the school finances and files are kept in good order, budgets are met, and timely and accurate communication with stakeholders is maintained.

Fidelity to Bluegrass Christian Academy's Mission and Vision

- Demonstrates loyalty to the school and support of its mission



- Comprehends, embraces, and articulates classical education philosophy and pedagogies to teachers, students, and parents; continues to grow in this understanding and commitment
- Possesses and continues to cultivate a deep appreciation of Christian theology, liberal arts, philosophy, literature, and history of the broader Western intellectual and cultural tradition, as well as their integration with the disciplines of math and science, music, and art
- Agree with and adhere to the school's Statement on Marriage, Gender and Sexuality
- Agree with and adhere to the school's Statement of Faith

Primary Responsibilities:

1. Oversees Faculty and Day-to-Day Operations

- Provides formal leadership for all employees and volunteers
- Oversees development of appropriate policy manuals for the Board, staff, faculty, and students
- Oversees overall management of day-to-day operations of BCA, and as appropriate, delegating to and overseeing assigned tasks to the staff
- The HoS interacts with Parkway Baptist Church regarding day-to-day operational items and facility maintenance
- Oversees development of schedule and classes
- Teaches one full class
- Executes all budget planning and oversees operational finances, under the authority of the Board Treasurer, and in conjunction with other appropriate staff and outside entities
- Fulfills all other tasks delegated to the HoS by the Board

2. Faculty and Staff Development

- Models the skillful practice of classical education philosophy and pedagogies in the classroom
- In a similar fashion, HoS has final approval of formal recommendations to curriculum changes subject to Board Approval
- Responsible for faculty recruitment, interview, and selection
- Responsible for the operational aspects of onboarding staff and faculty and issues all offers of employment, renewals, and adjustments
- Where necessary, HoS is tasked with terminating staff/faculty in conjunction and in cooperation with the Board
- Annually conducts Performance Evaluations for each staff and faculty member.
- Faculty reviews may be done with the input of other staff
- The HoS oversees Professional Development, Classical Pedagogy, Curriculum content, etc.
- HoS ensures appropriate training is completed
- Conducts staff meetings and participates on committees within the area of responsibility, and provides regular opportunities for Faculty and Administration training

3. Student Services

- Together with other staff members oversees and conducts interviews with prospective students and their families. Focuses on theological fitness, student and parental commitment, and academic readiness



- Develops and maintains relationships with students. Functions as an authoritative and engaging presence on campus, especially between classes, during lunch, and at the beginning and end of the day
- Functions as the primary communicator with the student and his/her parents in cases of serious misconduct, and supports faculty in all necessary communication with students and parents in cases of lesser misconduct or academic struggles
- Ensures accurate records are kept and maintained by teachers and office personnel

4. Maintaining Communication

- Establishes and maintains open lines of communication with students and parents concerning students' academic, social, and behavioral progress
- Cooperates with staff in assessing and helping students with health, attitude, learning, and behavioral problems
- Leads, supports, and encourages staff in carrying out their responsibilities, listening and responding to concerns, mediating grievances, offering advice on how to tackle behavioral and academic issues, and facilitating cooperation and collaboration among staff members

5. Community Relations

- Spearheads and plans Community Information Meetings and other school promotions and plays a leading role at such meetings and events
- Responsible for developing or overseeing the Chapel schedule and recruiting local pastors and deacons to lead Chapel services
- Oversees social media presence and school promotion within the local community
- Maintains a community presence as the public “face of the school”

6. Liaison with the BCA Board

- Submits regular written and/or oral reports to the Board regarding the planning for and well-being of BCA, and the implementation of all Board policies. functions).
- Serves as an ex-officio member of the BCA Board
- Submits for approval to the Board recommendations concerning staff and student dismissals, annual budgets, tuition and fees, and policy manuals

7. Upholds Professional Standards of Conduct

- Complies with Statement of Faith and Code of Conduct in the Student Handbook; upholds and enforces rules, administrative directives and regulations, school policies, and local, state, and federal regulations
- Articulates and facilitates the implementation of the mission and values of BCA
- Safeguards confidentiality of privileged information
- Maintains professional relationships and works cooperatively with employees, the community, and other professionals
- Maintains professional competence through individual and staff training, in-service educational activities, and self-selected professional growth activities
- Maintains conduct befitting a disciple of Christ, particularly in public conduct and conversation (including Social Media), recognizing that even when not formally carrying out Head of School duties or



speaking on behalf of the school, the Head of School's conduct, speech, and demeanor (in person or in media) will reflect on the school, shaping its perception among parents, prospective families, and the wider community

- Performs other tasks related to area of responsibilities as requested or assigned by the Board.
- Conforms to BCA policies, including attendance, absences, and evaluations

8. Knowledge, Skills, Abilities, And Experience Skills

- Effective communication skills, both verbal and written
- Flexibility, organization, decision-making, and problem-solving skills
- Interpersonal skills with diverse populations in-person and on the telephone
- Knowledge of computer systems, financial procedures, and legal requirements
- Knowledge of school policies on immunization, medication, first aid, emergencies, and child abuse and neglect
- Knowledge of all laws, regulations, and guidelines affecting students
- Knowledge of effective classroom management techniques

9. Abilities

- Ability to meet deadlines, work on multiple projects, and coordinate the work of others
- Ability to speak well, clearly, and confidently in public on a daily basis
- Ability to maintain positive relationships with students, parents, community members, and staff
- Ability to learn and use GradeLink for making assignments and keeping a gradebook

Education and Licensure

- Preferred Master's Degree; minimum Bachelor's Degree
- Liberal Arts and/or Classical Education background preferred
- Maintain current infant/child CPR and first aid certification