

Job Description for CCA Headmaster

Relationship to the Church

- a. Must be an active member in good standing of Catalina Foothills Church
- b. Participate in CFC Staff meetings, as available, as a staff member of CFC.
- c. Communicate information and develop enthusiasm for CCA in CFC.
- d. Serve as a liaison and resource to PRCA.
- e. Coordinate and promote continuity with PRCA as directed by session.
- f. Coordinate CCA activities, events, and facilities needs with CFC staff.

Relationship to School Board

- a. Implement and enforce all policies as determined by the board and as written in the policy manual, faculty manual, student handbook and athletic handbook.
- b. Prepare a monthly status report including recommendations of board action.
- c. Serve as a professional advisor to the board and an ex-officio member.
- d. Headmaster shall be evaluated by the board in March of each year.
- e. Give guidance and direction to the board in developing a long-range plan for CCA
- f. Keep informed of educational thought and practices by advanced study observation of other schools, and attendance at educational conferences.

Relationship to Faculty and Staff

- a. Responsible for appointments, dismissals, promotions, demotions, and salary changes of all employees.
- b. Recruit and place quality staff members
- c. Support and supervise all school personnel providing effective leadership by Encouraging, motivating, mentoring, teaching, developing, evaluating, and Correcting as appropriate.
- d. Communicate appropriate board actions to faculty and receive from faculty Communication to be made to the Board.
- e. Evaluate and recommend curriculum consistent with the covenant classical school model including scope and sequence objectives for all grades.

Relationship to the School.

- a. Serve as the spiritual and academic leader of the school.
- b. Implement, as CEO, the day to day operations of the school by practicing effective management in accordance with the principles, purposes and policies of the school.
- c. Develop and implement a program of high quality instruction.
- d. Plan educational programs and balance considerations of quality, priority and fiscal responsibility.
- e. Initiate projects and action to stimulate growth and development in the school, including obtaining maximum enrollment.
- f. Interview all prospective students and families as deemed necessary.
- g. Provide personal counseling and spiritual guidance to faculty, parents, and students.

Relationship to Community.

- a. Develop effective relationships with the school's constituent communities; PRCA, parents, CFC members, benefactors, area churches and community as a whole.
- b. Communicate model of education to parents via printed materials and meetings.
- c. Revise, edit, and update all printed business materials and school publications.

Fiscal Responsibilities.

- a. Manage the yearly budget as adopted by the board.
- b. Ensure proper procedures and effective controls of all expenditures.
- c. Work with the financial committee, board treasurer, and business manager on overall financial plan and development of draft budgets.
- d. Ensure adequate records for the school, financial, facilities, academic and personnel are maintained.