



Job Description

Head of School

[Living Rock Academy](#) is seeking qualified applicants for the position of **Head of School** to take the leadership role of our PreK-12 campus in the beautiful Texas Hill Country in Bulverde. The Head of School serves as the leader of the school and is responsible for LRA's daily operations and carrying out the board's established mission and values.

*[Application of employment](#)

**Applicants can submit a completed application and resume to lraresearch@livingrockacademy.com

QUALIFICATIONS:

- Bachelor's Degree from an accredited university in the field of education or similar field
- Master's degree in educational leadership or similar field preferred
- Current ACSE or other Texas Administrator certification OR the ability to attain the certification within six months of employment
- Minimum of five years of educational experience with three years in the area of Administration

REQUIRED CHRISTIAN QUALITIES:

- Born again Christian and Christian role model whose Godly lifestyle and character demonstrate obedience to God and the scriptures
- An active member or participant of a community church
- Demonstrated evidence of spiritual leadership, maturity, and prayerfulness
- Accepts LRA's Statement of Faith

RESULTS STATEMENT:

Support the successful execution of Living Rock Academy's Vision, Mission, Statement of Faith, goals and objectives by creating an environment with strong Christian values and an innovative and challenging education.

WORK LISTING:

1. Serve as a spiritual leader of the school, creating an educational environment that is Christ-centered, engaging, challenging, academically current, and meets the different needs of students
2. Serve as the communications liaison to the Board of Directors
3. Set long- and short-term goals and objectives in conjunction with the Board of Directors
4. Maintain and exceed school accreditation standards

5. Is fiscally responsible in creating and directing operating and capital budgets, financial plans, and controls
6. Supports and promotes LRA's programs, i.e. outreach, cross-curricular, sports, technology, and academics
7. Develop and maintain annual school calendar and schedule of school events
8. Develop and implement student recruitment and retention strategies
9. Set educational standards and goals and develop policies and procedures for implementation
10. Serve as LRA's spokesperson
11. Manage personnel activities including the recruitment, training, professional development, employee relations, and evaluation of highly qualified and innovative faculty and staff
12. Foster an environment of open communication and continuous feedback with students, parents, faculty, and staff
13. Develop school communications strategies and resources for all stakeholders
14. Direct annual parent survey and present results to Board of Directors with plan of improvement
15. Actively promote and support parent involvement in school activities
16. Maintain and update school policy manuals for students, parents, faculty, and staff
17. Lead and support faculty and staff
18. Conduct regular meetings with school, faculty, and staff
19. Direct and coordinate campus safety, security, maintenance and use of campus facilities
20. Oversee the technology needs for instruction and administration
21. Authorize contracts and purchase orders and set service expectations with contractors
22. Work in partnership with faculty and staff to drive quality and consistency across the school
23. Lead business development opportunities and pursue strategic relationships with officials and legislators within the community
24. Coordinate legacy funds and capital campaigns for future facilities
25. Foster and grow school donor resources
26. Prepare and deliver the annual financial report in conjunction with the Finance Committee
27. Develop a school marketing strategy which includes program development for future growth
- 28. Support and implement faculty and staff engagement**

WORKING CONDITIONS/PHYSICAL ENVIRONMENT:

Working conditions/Physical Environment: The physical demands and work environment described herein is a representation of those that generally must be met by an employee to successfully perform the essential functions of this job:

- This position primarily involves standing, walking, twisting, reaching, bending/stooping, pushing and pulling (typical weight of 5 lbs. and maximum weight of 10 lbs., approximately), and lifting (minimum weight of 5 lbs. and maximum weight of 10 lbs., approximately)
- The position requires repetitive finger movements as well as hearing and talking on the phone and in person.



- Must be able to continuously deal effectively with stress created by multiple tasks, noises, interruptions, and work cooperatively as part of the school team while maintaining a pleasant demeanor

Disclaimer:

The information in this position agreement has been designed to indicate the general nature and level of work performed by employees within this job function. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards set forth in this job description.

Signature: _____ **Date:** _____

Printed Name: _____