

# Morning Star Academy

## Head of Lower School Job Description

**Introduction:** The school is a direct reflection of the administrative leadership it is given. The Head of Lower School is a daily ambassador for the Board and Headmaster to Grammar School teachers, parents, and students. This relationship does not just happen; it must be earnestly cultivated over time and based on mutual confidence, respect, and trust. Since Scripture exhorts us to strive for unity, commitment, and obediently placing ourselves in a chain of submission when working with superiors and subordinates, the following outline of qualifications and responsibilities reflects this (Ephesians 4:1-3, Hebrews 13:17).

### Job Description:

The Head of Lower School will plan, coordinate, and supervise the Grammar School program and personnel to promote the school's philosophy of classical Christian education. These duties and responsibilities shall be undertaken to the glory of God and will ultimately benefit Morning Star Academy's students both academically and spiritually.

### Spiritual Qualifications:

- A. A genuinely regenerated Christian whose life bears witness to growing in grace and wisdom.
- B. Active in the Christian community and member of a local church.
- C. In agreement with Morning Star Academy's statement of faith.
- D. Upholds and manifests moral values and behavior consistent with the Bible.
- E. Understands and practices biblical discipline; is willing to confront sin.
- F. Has the spiritual gift of administration.
- G. Follows the biblical model of servant leadership.
- H. Manifests the fruit of the Spirit.

### Academic Qualifications:

- A. A sound academic track record in college, preferably including Bible courses.
- B. Has a strong understanding of and is able to implement the distinctive elements of the classical Christian model of education.
- C. Five years minimum of experience in a classical Christian school (teaching or administration).
- D. Ability to work with the Board and Headmaster and to implement Board policies with skill, tact, and loyalty.
- E. Willingness to be a student of, and explain well, the classical Christian model of education to faculty and parents.

### Personal Qualifications:

- A. Good all-around health
- B. Able to communicate well to staff, students, parents, the Headmaster and Board.
- C. Has a servant heart that can work under authority without pride or self-interest.
- D. Exhibits diligence, organization, promptness, and professionalism.
- E. Has a sense of humor.
- F. A "people person" who is gracious, courteous, and friendly.
- G. Able to receive constructive criticism well and learn from mistakes.

### General Responsibilities:

- A. Direct all Grammar School programs in accordance with policies and procedures adopted by the Board. Be an unequivocal advocate of the Headmaster, Board, and their policies.
- B. Be responsible for the overall leadership of the Grammar School. Lead by example in the area of personal relations.
- C. Under the direction of the Headmaster, exercise leadership in developing, achieving, and maintaining the strongest possible classical Christian educational programs and services in fidelity to the goals and objectives of the school.
- D. Serve as a leader in curriculum development for the Grammar School and assist in faculty/staff recruitment and professional development in support of the classical Christian philosophy of the school.
- E. With the Headmaster and Head of Upper School, monitor and update the school's handbook, policy manual, curriculum guide, and all printed documents.
- F. With the Headmaster and Head of Upper School, develop the school's yearly calendar and maintain and communicate the scheduling of school events.
- G. Provide leadership and support to the Grammar School faculty as they implement and enforce the Board's policies outlined in the parent-student handbook. Provide input to the Headmaster as to any needed policy changes.
- H. Assist in interviewing prospective teachers. Inform the Headmaster if there is any Grammar School faculty member who is in clear violation of school policies or contract.
- I. Supervise Grammar School classroom instruction and teacher evaluation.
- J. Conduct application conferences and oversee the admission of new Grammar School students.
- K. Assist in resolving parental concerns that have not been resolved at the level of parent/teacher consultation.
- L. Assist the Headmaster in planning and conducting staff meetings and in-service.
- M. Be qualified as a preschool Director as required by the Iowa Department of Human Services rules and standards for licensed preschools.
- N. Be responsible for meeting and maintaining all Iowa Department of Human Services policies and procedures required for licensing the preschool.
- O. At the direction of the Headmaster, attend Board meetings.