



JOB DESCRIPTION

Head of School

Employer	St. Ignatius of Loyola Catholic School
Reports To	System President
Supervises	<u>Faculty:</u> Dean of Chesterton Academy, Dean of Curriculum and Instruction, 3K-Grade 8, Special Education, Fine Arts, P.E. <u>Support Staff:</u> Educational Assistants, Administrative Assistants, Campus Ministry, Athletic Director, Custodial, Librarian, Food Service, Before & After Care Director
Terms	1 Year Contract
Position FTE	100%
Date Published	2023-2024
FLSA Status	Exempt

SUMMARY

St. Ignatius Catholic School strives to employ a Head of School whose response to God's invitation is to lead staff and students within a devout Catholic classical educational setting. This person is expected to adhere to the mission, possess strong knowledge of classical education, and embrace the vision of the school. The Head of School must be a practicing Catholic, willing to pledge an Oath of Fidelity to the Magisterium, and serve as a joyful role model of all that is good, true, and beautiful to the St. Ignatius community.

The Head of School is responsible for the day-to-day operations of the school. This person is the educational leader of the entire student body and all staff members under his/her jurisdiction. Together with staff, the Head of School attends to the spiritual, intellectual, emotional, social, and physical growth of each child. Throughout all interactions, the Head of School ensures that the dignity of each individual, staff and students alike, is upheld.

PRIMARY RESPONSIBILITIES

Faculty

The Head of School ensures faculty regularly integrate Catholic identity and demonstrate fidelity to the principles of classical education.

- Hold faculty accountable for acquiring knowledge of and remaining committed to the prescribed curriculum and sequence, classical pedagogy, instructional practices, and developmentally appropriate methodology
- Supervise the administration of standardized testing, evaluate trends in scores, and utilize data to advance instruction



- Develop, share, and implement faculty observation procedure including conducting observations two times per year, each with post-observation consultations
- Develop, share, and implement staff evaluation procedure for those under one's supervision
- Ensure employees remain committed to the core values of the institution
- Develop work schedules for educational assistants and their cooperating teachers
- Oversee Catechesis of the Good Shepherd Coordinator to ensure fidelity to the program and student engagement

Student Body

The Head of School works to develop relationships with students viewing each student as a unique and special child of God. The Head of School participates in nurturing the character development of each student and is ultimately responsible for overseeing academic and intellectual progress. Generally, the Head of School will

- Conduct daily walk-throughs in an effort to identify positive and virtuous efforts and to understand and proactively manage issues and concerns before they escalate
- Clearly communicate student behavioral expectations with staff, students, parents/guardians, and ensure policies are upheld
- Utilize, modify as needed, and implement student behavioral protocols
- Prudently and actively assist to mitigate conflict within the school community
- Oversee establishment of new student clubs and ensure existing student clubs reflect the mission and vision of the school

Collaboration with Specific School Units

In collaboration with the following school units, the Head of School will

- System President
 - Collaborate in weekly meetings
- Administrative Team
 - Seek consensus before taking action that largely impacts school community
 - Collectively attend to current and new policies
 - Maintain communication regarding revisions to the Family Handbook, Early Childhood Supplement, Middle School Supplement, and Staff Procedural Manual
 - Participate in staff recruitment and placement
 - Verify the safety of the school environment and facilities through proper attention to protocols and emergency preparedness
 - Develop the annual school calendar
- Dean of Chesterton Academy
 - Develop a schedule for specialists classes
 - Develop a schedule for supervision of students for lunch, recess, and transition times
- Dean of Curriculum and Instruction



- Oversee implementation of strong Catholic classical curriculum and instruction
 - Support initiatives for curricular training
 - Oversee and approve all orders for curricular materials and supplies
- Administrative Assistants
 - Support day-to-day operations of office personnel
 - Provide instruction on faculty meeting expectations
 - Establish a seamless substitute teacher procedure
 - Receive regular updates on “at risk” situations
- Business Services
 - Work together on purchase approvals
- Advancement Team
 - Support and contribute, as appropriate, efforts related to contributing partners, fundraising, and marketing
 - Participate in admissions and enrollment activities
 - Provide regular communication with St. Ignatius Catholic School
- Special Education
 - Oversee intervention needs as identified by faculty, scheduling needs of the special education department, and individual needs of students requiring special services
 - Attend IEP meetings as needed
- Campus Ministry Leader
 - Safeguard the Catholic culture and faith formation of the student body to remain a living, vibrant, and focal part of the St. Ignatius Catholic School experience
- Accreditation Leader
 - Work toward meeting the goals of the current action plans
 - Collaborate in the development and submission of the annual report to WRISA
 - Ensure accreditation standards are developed and/or maintained in relative areas
 - Participate in accreditation self-study process and visiting team planning
- Athletic Director
 - Collaborate on extracurricular activities as needed
 - Communicate regarding student eligibility risks/issues
- Meet with Food Service, Librarian, Before and After Care Director and Custodial Services as needed

Additional Involvement

The Head of School is to be an asset at multiple gatherings. Regular attendance, transparent communication, and constructive, socratic participation is essential. The Head of School participates in various teams/organizations including

- Administrative Team-Cooperate on mission-aligned initiatives and shared goals



- Executive Team-Remain appraised of and participate in overall operations of the school
- Board of Trustees-Submit monthly report
- Home and School Association-work collaboratively as needed
- Kaukauna Area School District-work with counterpart for Special Education and Title Funds

PROFESSIONAL & SPIRITUAL DEVELOPMENT

The Head of School is expected to establish ongoing and relevant professional and spiritual development for St. Ignatius Catholic School staff. Plan and execute:

- Back-to-School Staff Orientation
- Regular faculty meetings
- Regular cohort meetings
- Development/Inservice days
- Annual staff retreat
- Student retreats

The Head of School shall possess a growth mindset, eager to explore and pursue relevant professional and spiritual development for oneself.

- Stay abreast of matters related to Catholic classical education through professional reading, research, and inquiries
- Attend applicable Diocesan meetings/events
- Other duties as assigned by the System President

DESIRED LEADERSHIP SKILLS

The Head of School is expected to model a servant-leadership management style, working virtuously to inspire others. Interpersonal relationships are to be viewed through the lens of Christ leading to grace-filled interactions with co-workers. Additionally, the Head of School is expected to gracefully assimilate and identify strengths and weaknesses of the job at hand while cultivating positive relationships. Specific leadership skills include

- Maintaining quality-driven standards of excellence in all work
- Problem-solving, conflict resolution, and decision-making responses that thoughtfully align with the teachings of Christ
- Ability to set priorities and execute accordingly
- Excellent organizational and time-management skills leading to productive contributions
- Making wise use of time and resources while managing multiple tasks and parties
- Communication skills that demonstrate outstanding poise, presence, and leadership
- Ability to delegate and hold staff accountable in a professional, disciplined manner
- Receptivity to an appropriate level of accountability, welcoming and acting upon constructive feedback



QUALIFICATIONS

- Master's degree or higher in Education Administration or similar field from an accredited post-secondary institution or be willing to participate in a program to complete such a degree within a specified time period
- Practicing Catholic who is faithful to the teachings of the Catholic Church
- Has expertise and experience in a Catholic classical school environment
- Proficiency with Google and Microsoft suite applications

PHYSICAL REQUIREMENTS

- Work is generally performed in an indoor, temperature controlled environment
- Continuously requires vision, hearing, communicating
- Frequently requires fine dexterity, periods of sitting, working at a computer
- Occasionally requires standing, walking, lifting, carrying, reaching, kneeling, pushing, pulling, bending, climbing, and the like
- Must be able to lift up to 15 pounds at a time
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to access and navigate all areas of the school and other facilities as needed.

MISSION-ALIGNED MEMBERS OF THE ST. IGNATIUS CATHOLIC SCHOOL COMMUNITY:

- Are committed to working in a Catholic classical school setting
- Respect, live, and promote the Catholic culture and ethos within
- Treat confidential materials/information with the utmost professionalism, in keeping with the Catholic virtue of prudence
- Represent St. Ignatius Catholic School joyfully and professionally
- Participate collegially in our Christ-centered, mission-minded environment
- Follow directives and core values outlined in our Staff Procedural Manual (and family handbooks as applicable)

Employee Signature _____ Date _____