

## **ASSISTANT HEADMASTER JOB DESCRIPTION**

### **1. Doctrinal Qualifications**

All members of the administrative leadership (headmaster, principals, deans, etc.) shall:

- a. Be appointed by the Board after a careful consideration of their spiritual, academic, and physical qualifications.
- b. Be scripturally sound in their teaching and shall lead exemplary lives.
- c. Give evidence of agreement with the doctrines of the infallibility and inerrancy of the Word of God, the Scriptures of the Old and New Testaments, and with the system of biblical doctrine set forth in the Westminster Confession of Faith and the Westminster Larger and Shorter Catechisms. Any exceptions to the Westminster Standards must be stated in writing, and if such exceptions are determined to be of a serious nature, undermining the integrity of Reformed Theology, employment shall not be allowed.
- d. Be members of a church which embraces the doctrines of the infallibility and inerrancy of the Word of God, the Scriptures of the Old and New Testaments, and the system of biblical doctrine set forth in the Westminster Confession of Faith and the Westminster Larger and Shorter Catechisms.

### **2. Other Qualifications and Obligations**

All members of the administrative leadership (headmaster, principals, deans, etc.) shall:

- a. Affirm that, as part of the qualifications for this position, he is a “born-again” Christian who knows the Lord Jesus Christ as Savior. He must also give testimony that this position is a spiritual calling and that working at Veritas Academy is God’s direction for his life for the term of his contract.
- b. Accept without verbal or mental reservations the Mission, Foundational Commitments, Approach, and Goals of Veritas Academy, and must be committed to upholding them.
- c. Agree to and accept personal responsibility to serve as a Christian role model to Veritas Academy’s students, parents, and employees, both in and out of school, by manifesting Christian virtues and personal decorum, as defined in the Bible. He must agree and accept that certain behaviors including, but not limited to: adultery or other deviant sexual relations; the use of pornographic materials or websites; the use of illegal drugs; the use of profane language; the abuse of alcohol, tobacco, or legal drugs; and habitual gossip, slander, or dissension are grounds for immediate dismissal from employment of Veritas Academy. He agrees to live by the Code of Ethics Policy and the Statement on the Sanctity of Life, Marriage, Gender, and Sexuality.
- d. Affirm that he has read and will abide by his Administrator Job Description and the policies set forth in the Veritas Board Policy Manual, Faculty and Staff Handbook and Parent-Student Handbook. He also agrees to abide by any additions, changes, or deletions made to school policies at the sole discretion of the Board of Directors without prior notice during this contract year.

- e. Cooperate in every way with the Veritas Academy Board of Directors and adhere to and support the policies adopted by the Board. The Administrator shall seek to resolve all differences with the Board (or Headmaster) by utilizing biblical principles while always presenting a united front to those outside the Board. He agrees to abide by any decision made by the Board of Directors despite personal objections and refrain from any comments or actions that could harm the reputation of the school.
- f. Recognize that his authority within the context of the school in no way replaces or supersedes the authority of parents over their children. The Administrator shall strive at all times to support the parents of Veritas Academy students in the exercise of their God-given responsibility for the Christian education of their children.
- g. Be present at the school on designated school days and shall remain or return after school for any such meetings and conferences as may be required for the administration of the school.
- h. Strive at all times to understand, appreciate, love, and serve the students at Veritas Academy and shall, to the best of his ability, provide for their fullest spiritual, intellectual, physical, and emotional development.
- i. Observe appropriate confidentiality in regard to student, parent, staff, and school matters.
- j. Be fully aware of his obligations under state law regarding child abuse reporting requirements and shall fulfill those obligations.
- k. Have all of his school-age children enrolled at Veritas Academy. Exceptions may be granted for children who, in the opinion of the Administrator and the Board, cannot have their educational needs met at Veritas Academy.
- l. Affirm that he is committed to the Mission, Foundational Commitments, Approach, and Goals and policies of Veritas Academy. However, he also agrees that if, at any time during his period of employment, he finds himself out of harmony or sympathy, or in discord or disagreement with the philosophy, standards, or mission of the school, he will immediately make that fact known to the Board of Directors. He further agrees to voluntarily withdraw from my employment, or be subject to termination for cause if the discord, disagreement, or lack of harmony continues.
- m. Agree to resolve differences with others (parents, fellow-workers, Board of Directors) by following the biblical pattern of Matthew 18:15-17 and the Grievances Policy. Should he have unresolved issues with the employer after utilizing the Matthew 18 principle and the Grievances Policy, he and the employer agree to be bound by the mediation and binding arbitration agreement in his contract and attempt to resolve issues and bring reconciliation.

### 3. Particular Duties of the Assistant Headmaster

The Assistant Headmaster works under the direct supervision of the Headmaster. He is responsible for assisting the Headmaster in the day-to-day operations of Veritas Academy in accordance with its mission of Veritas Academy. Specific responsibilities of this position are as follows:

#### a. Oversight of Logic and Rhetoric Schools

- i. Assist the Headmaster in recruiting, hiring, evaluating of faculty for grades 7-12.
- ii. Lead and coordinate with the teachers and Headmaster in the development and implementation of classroom curriculum for grades 7-12.
- iii. Supervise the faculty by conducting regular and frequent classroom observations, completing annual teacher evaluations, and providing ongoing faculty training.
- iv. Normally teach two courses per year in grades 7-12.
- v. Lead the Veritas Academy House System by planning house activities, mentoring house captains, coordinating with house masters and house parents, and encouraging student discipleship through all house activities.

#### b. General Administration

- i. Implement established school policies and directives from the Headmaster and Board.
- ii. Assist the Headmaster to revise and update policies, and publish the School Policy Manual, Parent-Student Handbook, and Staff Handbook annually.
- iii. Assist the Headmaster in developing the annual budget and oversight of monthly expenditures.

#### c. Operations and Facilities –Assist the Headmaster to:

- i. Secure and maintain facilities and equipment necessary for all school activities. Assist the teachers and headmaster in setting up rooms, equipment, and furniture as needed for school programs and activities.
- ii. Maintain healthy and safe facility conditions for faculty, staff, and students. Assist the Headmaster with School Safety Protocols, Drills, and Inspections.
- iii. Maintain amicable relations with the Independent Presbyterian Church per the property lease agreement.