



**Job description:** Head of School, Midlands Arts Conservatory, Grades 6-8 2019-2020  
**Department:** School Administration  
**Reports to:** Board of Directors  
**Status:** Exempt, Full-Time  
**Pay Range:** \$65,000-\$75,000 DOQ / 240 calendar  
**Date updated:** March 21, 2019  
**Location Reports:** Columbia, SC

### **Position Summary:**

### **Primary Responsibilities:**

The position requires an engaged and innovative education leader. The Head of School (HOS) will promote a collaborative environment while leading the school to the success of the mission. Possess strong and effective leadership to direct instructional staff by setting and achieving the highest standards of excellence. The HOS will create an environment where students can achieve education excellence and nurture strong relationships among teachers, administrative staff and students. The HOS will serve as a liaison to the Governing Board, and will assist in implementing the school's mission, vision and strategic planning. The HOS will ensure MAC is meeting the needs of each student while adhering to the school charter and all applicable requirements of local, state and federal agencies.

### **School Leadership:**

- Maintain interest and promote the welfare of the total school
- Carry on a program for the continuous improvement of instruction of the school consistent with the mission and charter as approved by the Governing Board
- Ensure compliance with the school charter
- Direct all professional staff in accordance with the limits of certification and competency
- Responsible for the use, safety, security and condition of the buildings and grounds
- Work with faculty and staff to secure new sources of funding and supervise fund raising activities

- Ultimate responsibility to hire, evaluate and terminate staff
- Implement and follow policies and procedures
- Budget preparation with Chief Operation Officer and related staff which include input from other leadership roles
- Ensure all local, state and federal guidelines and regulations are followed as they relate to education or business of MAC
- Perform duties with accuracy, discretion, tact and courtesy using good judgment
- Attend district monthly meetings, webinars and training conferences as required.

**Liaison to Governing Board:**

- Work cooperatively with Governing Board of Directors in the preparation of budgets and policy of the school
- Update Board of Directors on status of operations of the school, student achievement and educational/curriculum
- Assume additional duties and responsibilities as may be assigned by the Governing Board of Directors
- Report academic report card of school annually to the Board of Directors.

**Supervisory Responsibility:**

- This position ultimately has all direct supervisory responsibility of all MAC staff
- This position coordinates with outsourced services such as financial accounting, public relations/marketing and others as designated by the Board.

**Key Competencies:**

- Minimum of Master's degree in education administration or related field
- Valid elementary or secondary principal's certification
- Successful experience in an arts-infused school, middle grades preferred
- Required at least one year of experience as a principal or assistant principal/HOS in elementary, middle or high school
- Preferred experience in school finance and budgeting
- Preferred experience working with boards or non-profits
- Ability to deal with people effectively and establish and maintain effective working relationships with students, parents and school personnel
- A keen understanding of stakeholder relationship management, customer service, and teamwork
- Excellent time management and organizational skills
- Must have exceptional written and oral communication skills, and presentation skills
- Ability to work both independently and in groups using good judgment and discretion
- Superior interpersonal skills required.

**Environment:**

The environment for this position is in an office that is clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The employee is in a non-confined office-type setting in which he or she is free to move about at will. In addition, the employee

will travel via personal vehicle or public transportation to school sites, workplace events, meetings, etc.

**Physical Activity:**

In the course of performing this work, the employee:

- Will spend substantial time standing, sitting, speaking and listening.
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Equipment and Software Operation:**

The incumbent in this position may operate any/all of the following equipment:

- Telephone, cell phone and fax machine
- Computer, printer and related equipment
- Copy machine, Calculator
- Audio-visual equipment
- Microsoft Office, Excel Office, Internet Explorer, Chrome and Google / Docs or similar
- Power School

**Other Requirements:**

- Background screenings and SLED check required.
- Valid South Carolina driver’s license, proof of auto insurance coverage if requested, daily access to a personal vehicle.
- Occasionally the ability to work hours outside of a normal workday.
- Familiarity with public education charter school helpful but not required.
- Professional demeanor and appearance a must.
- Student and employee information is confidential and you are required to maintain that confidentiality at all times.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Acknowledgement:**

I understand I will have a defined set of personal key performance indicators established annually with my supervisor and I will be evaluated against the achievement of this document.

I have received a copy of this position description. I understand, I may be asked to perform responsibilities and duties not listed in the description and leadership may change the description at any time, according to MAC School needs.

\_\_\_\_\_ Head of School

Date: \_\_\_\_\_