

# HEAD OF GRAMMAR SCHOOL - JOB PROFILE

- Title:** Head of Grammar School
- Reports to:** President of Providence Classical Christian Academy
- Evaluation:** Head of Grammar School performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.
- Status:** Full time, 7:00-4:30 Monday-Thursday and 8:00-2:00 Fridays and evening events that correspond with the Grammar School calendar, also including Patriot Previews and PCCA Board of Directors meetings, as assigned. Year-round position. Position will have two (2) weeks off in summer in addition to school breaks and observed national holidays off during school year. These breaks are Fall Break (3 days), Thanksgiving Break (1 week), Christmas Break (2 weeks), & Spring Break (1 week). Three personal days may be taken upon approval. Personal days do not roll over to the following school year, if unused.
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## POSITION SUMMARY

The Head of Grammar School is a strategic position at Providence Academy and is a part of the President's Administrative Leadership Team. This position is responsible for ensuring the oversight of the academics at Providence supports the goals and mission of the academy.

## SPECIAL ASSIGNMENTS

1. Attend reaccreditation and recertification meetings as needed to ensure alignment between Providence Academy and the accreditation associations' standards.
2. Plan and/or oversee academic competitions carried out at the K-6 level.
3. Assist the Duke Talent Identification Program (TIP) coordinator for 4-6th grades in identifying qualifying students based on the program guidelines.
4. Plan and present at the Grammar School end-of-year awards assemblies and Kindergarten graduation.

## Leadership

1. To provide Christ-centered, Biblically-directed, spiritual leadership to grammar school faculty and staff.

2. To provide visionary leadership for the future of the grammar school and to motivate others to unite in pursuit of the school's mission.
3. To actively participate in meetings with other members of the Administrative Leadership Team for scheduling and planning.
4. To assist in developing/revising the master schedule of classes for the grammar school and to assist with the course catalog and booklists.
5. To develop procedures for smooth operations at the grammar school.
6. To oversee the formation of school policy at the grammar school.
7. Must have educational background and experience commensurate with position.

## **Parent and Constituent Relations**

1. To assist the Head of School in planning and implementing strategies for organized parent input and involvement in the grammar school.
2. To plan and present at parent training sessions to better equip parents as co-teachers and mentors.
3. To plan and present excellent end-of-year awards assemblies and kindergarten graduation.
4. To meet with parents to discuss student's academic and behavioral progress.
5. To present and participate at Patriot Preview school informational sessions for prospective families.
6. To conduct family interviews for prospective families, especially K-6th.
7. To coordinate with the Director of Admissions and oversee the kindergarten readiness evaluation and confer with perspective kindergarten families.
8. To present at conferences such as the UMSI Summit.
9. To provide support for other UMSI/NAUMS schools as requested and approved by the Head of School.

## **Faculty & Staff Management**

1. To inspire, guide, direct, evaluate grammar school faculty.
2. To recruit, hire and supervise grammar school faculty.
3. To develop and maintain programs for professional growth and development for grammar school faculty.
4. To identify, develop, and assist with the creation of department heads.
5. To oversee and coordinate the training of the faculty in conjunction with department heads.
6. To mentor and oversee grammar school office staff.
7. To plan and lead staff development days.

## **Academic Oversight**

1. To play an active role with department heads in curriculum development and to approve the yearly syllabus for each course.

2. To frequently review lesson plans to ensure that they follow the curriculum as outlined in the yearly syllabus and that they adhere to the overall vision of the department/school.
3. To observe teachers to ensure that the best instructional techniques are being used, the classroom atmosphere is conducive to learning, and that the chosen curriculum is being followed.
4. To oversee budget development for grammar school and to approve purchases.
5. To attend regular Academic Team meetings consisting of department heads and administration.
6. To plan and organize strategies for keeping current with educational innovation and improvement in line with school's mission.
7. To review yearly standardized tests in order to provide advice to parents regarding individual student performance and in order to improve curriculum and instructional strategies for the school.
8. To search out other like-minded schools (including UMSI, Classical, and leading college-preparatory/boarding schools) and develop partnerships to further all areas of academics for Providence Academy.

## **Student Relations**

1. To ensure positive and productive spiritual and educational development of students.
2. To meet with students as needed to discuss their academic and behavioral progress.
3. To oversee student discipline at the grammar school in accordance with the discipline policy defined by the Board.

## **Required Personal Qualities**

1. Faith in Jesus Christ as his/her personal Savior.
2. A belief that the Bible is God's Word and is the standard for faith and daily living.
3. Agrees whole-heartedly with Providence Academy's Statement of Faith.
4. Is a Christian role model in attitude, speech, and actions toward others. (Luke 6:40)  
This includes being committed to God's biblical standards for sexual conduct.
5. Is a Christian who is an active member of a Christ-centered church, and will remain so during the period of employment, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith; seeks to model in speech, actions, and attitude a consistent daily walk with Jesus Christ; sets an example of the importance of spiritual discipline; and encourages students in the importance of a personal relationship with Jesus Christ and growth of their faith.
6. Recognizes the role of parents as primarily responsible before God for their children's education and is prepared to partner with them in that task.
7. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.

8. Meets everyday stress with emotional stability, objectivity, and optimism.
9. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and is in agreement with school policy.
10. Uses acceptable English in written and oral communication. Speaks with clear articulation.
11. Respectfully submits and is loyal to constituted authority.
12. Willing to notify the Head of School of any policy he/she is unable to support.
13. Possesses a passion for the University-Model School mission/vision.
14. Possesses a clear knowledge, understanding, and heart for classical and Christian education.
15. Is a spiritual leader.
16. Has the ability to delegate and follow-up.
17. Is organized and multi-task oriented.
18. Possesses good people skills.
19. Has a servant's heart.
20. Is able to diffuse difficult situations.
21. Is a problem solver.
22. Respects confidentiality.
23. Possesses and demonstrates the fruits of the Spirit.
24. Is willing to be visible on campus and in activities; recognizes the sensitive nature of his/her presence.
25. Acts objectively when distinguishing what is best for Providence Academy when his/her own children are attending the school.
26. Is exemplary in praying for the school, staff, students, and families.
27. Models biblical principles of leadership in his/her relationships with and treatment of the faculty and staff.
28. Submits to the President's and Board's authority.
29. Is able to articulate a Christian (biblical) philosophy of education and implement this philosophy at all levels of the school.
30. Is able to communicate openly and honestly with the President and Board.

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*Providence Academy does not discriminate against applicants and employees on the basis of race, color, gender or national or ethnic origin. The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment agreement, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.*