

Hillsboro Christian Academy
Head of School Job Description
Basic Duties and Responsibilities

Position Title: Head of School

Reports To: HCA School Board

Supervises: All faculty, staff, and administrative personnel

Location: Hillsboro Christian Academy, Hillsboro, Ohio

Position type: Full-time, year-round

Position Summary

The Head of School serves as the chief executive and spiritual leader of Hillsboro Christian Academy. This role is responsible for advancing the school's mission, overseeing academic and operational excellence, and fostering a Christ-centered culture for students, staff, and families. The Head of School works closely with the School Board to ensure alignment between the school's mission, policies, programs, and daily operations, while ensuring academic rigor, financial stability, and a nurturing Christian environment.

Essential Duties & Responsibilities

1. Spiritual Leadership

- Provide spiritual leadership consistent with HCA's Statement of Faith.
- Model Christ-like character and lead in the integration of biblical worldview across all aspects of school life.
- Support faculty and staff in their spiritual development and ministry to students.

2. Strategic & Organizational Leadership

- Lead the development and execution of the school's strategic plan.
- Ensure alignment between administrative operations and board-approved policies, and goals.
- Provide regular updates to the School Board on progress, challenges, and needs.

3. Academic Leadership

- Ensure the delivery of high-quality, Christ-centered education from Preschool through 12th grade.
- Oversee curriculum, instructional quality, and academic standards.
- Ensure compliance with state regulations and accreditation requirements.
- Support teacher development through coaching, evaluation, and professional growth opportunities.

4. Operational and Financial Management

- Oversee budgeting, financial planning, and resource allocation.
- Ensure effective management of facilities, safety procedures, and school operations.
- Lead enrollment management efforts, including recruitment and retention strategies.
- Ensure continuity of operations with clear documentation and cross training of key positions.

5. Personnel Leadership

- Recruit, hire, evaluate, and develop faculty and staff.
- Establish clear expectations, accountability structures, and performance standards.
- Foster a collaborative, supportive, and mission-aligned work environment.

6. Communication & Community Relations

- Serve as the primary representative of HCA to families, churches, donors, and the community.
- Communicate effectively with parents, staff, and stakeholders.
- Strengthen partnerships with local churches and community organizations.

Qualifications

1. Spiritual Requirements

- A committed follower of Jesus Christ with a clear testimony of faith and active membership in a local evangelical Christian church.
- Humble, servant-hearted leader with a commitment to Christian education and discipleship.
- Agreement with the HCA Statement of Faith and biblical principles.

2. Education and Experience

- Bachelor's degree required; Master's degree preferred (education, leadership, or related field).

- Experience in school administration, educational leadership, or organizational management.
 - Experience in Christian education strongly preferred.
3. Knowledge, Skills, & Abilities
- Strong leadership and team-building skills.
 - Excellent communication and interpersonal abilities.
 - Strategic planning and organizational management capability.
 - Financial literacy and operational oversight experience.
 - Ability to resolve conflict and make sound decisions.
 - Familiar with Christian school accreditation and operations.
4. Physical & Work Environment Requirements
- Ability to work in a school environment with regular interaction with students, staff, and families.
 - Occasional evening or weekend responsibilities for school events or board meetings.

Performance Evaluation

The Head of School will be evaluated annually by the School Board based on:

- Compliance to position job description
- Achievement of strategic goals.
- Academic and operational performance.
- Staff and community engagement.
- Alignment with the school's mission and values.
- Administrator license or successfully completing exam 015 for Educational Leadership preferred.