



Head of School Employment Description

Purpose of the Program

The School seeks to create an environment in which to learn what it means to be God's children, encouraging all children to love God and love learning. To that end, the School shall maintain and perpetuate the highest possible standards to foster spiritual values and to provide a developmentally appropriate curriculum to the greatest number of children commensurate with the resources available.

Mission Statement

We are an Episcopal school committed to creating a nurturing, educational, Christian environment where all students discover and develop their individual gifts and talents in order to serve others and give glory to God.

Scope

Holy Spirit Episcopal School Head of School must be able to understand and manage the complexities of a growing school program including human resources, customer relations, marketing, educational programs, financial responsibility and physical facility. The Head of School must establish and maintain good interpersonal relationships with parents, children, staff, church as well as state, local, and county licensing and regulatory agencies.

Expectations

The Holy Spirit Episcopal School Head of School is expected to be kind, helpful, a self-starter, motivated, professional and creative. Head of School must be able to adapt easily to changing situations and must have strong interpersonal and leadership skills.

Qualifications

Education: Bachelor's Degree, 12 college credit hours in child development and 6 college credit hours in business management or meets alternative requirements for a Director for licensed childcare center according the Texas Department of Family and Protective Services.
Experience: At least 2 years experience working with children in a licensed childcare center.
Personal Qualities: Friendly, inviting and adapts easily. Must enjoy working with children.

Requirements

The Holy Spirit Episcopal School Head of School must know Early Childhood Development and possess strong communication skills to assist in implementing a high-quality day school program. Employment is contingent on successful completion of a background check through the TXDFPS and the Episcopal Diocese of West Texas. The Holy Spirit Episcopal School Head of School must also complete Safeguarding God's Children training through Holy Spirit Episcopal Church or another Episcopal church, as well as CPR First Aid certification. The Head of School must attend professional meetings, educational conferences and training workshops in order to maintain and improve professional competence. Continuing Training Requirements: 30 clock hours training completed within 12 months of the hire date and within each consecutive 12 month employment period.

Accountability

The Head of School is accountable to the School Board who is then accountable to the Vestry of Holy Spirit Episcopal Church. All program staff report to the Head of School.

Responsibilities

Operations

1. Have primary responsibility for administration and daily operation of School program and ensure program compliance with all federal, state and local regulations. This includes, but is not limited to, health and safety standards, required record keeping and facility safety concerns.
2. Provide leadership and input to the Staff and Board for developing new strategies for program growth.
3. Maintain board approved policies and procedures for program operation.
4. Serve as the lead customer service contact for families in the school area, including: answering questions, welcoming and other school communications.
5. Act as liaison between the School board, staff, and families.
6. Act as liaison between the program and the church, attending scheduled church staff meetings.
7. Coordinate the use of shared space and equipment with other church programs.
8. Act as a liaison with community school programs by attending meetings and conferences as deemed appropriate.
9. Monitor and analyze the school budget which is established by the Program Budget Committee, consisting of board chair, the Head of School and the School Financial Secretary, and approved by the board.
10. Supervise registration and enrollment. Determine and address problem areas regarding enrollment loss.
11. Supervise implementation of program curriculum.
12. Ordering and managing supplies and equipment and maintain an inventory of all equipment.
13. Work in any classroom as needed to meet any program needs.
14. Plan, supervise and staff summer camp as needed
15. Maintain operations according to the Accreditation of the Southwest Association of Episcopal Schools.

Staff

1. The Head of School hires, trains, manages and oversees the school staff to ensure quality early childhood education.
2. Ensures that all employees have assignments that match their skills, abilities and training.
3. Develops work calendar and schedule for school staff.
4. Posts and maintains a working calendar of program activities.
5. Schedules and conducts monthly staff meetings.
6. Arranges for teachers to complete annual training requirements.
7. Evaluates teachers on an annual basis.
8. Prepares staff contracts.
9. Interviews and selects qualified substitute teachers and develop substitute teacher procedures.
10. Ensures all employees are supervised. Supervision includes, but is not limited to, knowing what the employees are doing and ensuring that they fulfill their assignments and responsibilities.
11. Maintains a visible presence to program staff, students and families.
12. Attends school board meetings.

Classification & Hours

Regular Non-exempt

Equal but not limited to: 5 days a week / 8:15 am–3:00 pm (August through May)

Compensation

(Days a week level determined by the board according to enrollment and time of year)

Additional Compensation

20% scholarship if you have children enrolled in the program.

Program will pay up to \$540 annually for training to meet annual state training requirements. Expenses beyond that amount are the employees' responsibility.



Personal Time Off

HOLIDAYS

The following holidays are established as paid time off: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and one day during Christmas season. Should a holiday fall on a Saturday or Sunday the Friday before or the following Monday, or an alternative day, will be substituted.

PERSONAL TIME OFF - EARNED

Personal time off (EARNED) is based on length of service and is allowed during a calendar year as shown in the following schedule:

No vacation days in the first calendar year of employment;

Length of 2 work weeks in the second calendar year of employment provided employee has completed 12 continuous months of service; and length of 2 work weeks thereafter until the 6th anniversary year.

6th Anniversary Year and Following: Length of 3 work weeks in the anniversary year of employment and every year thereafter.

12th Anniversary Year and Following: Length of 4 work weeks in the anniversary year of employment and every year thereafter.

For these purposes, Anniversary Year is defined as the calendar year in which the anniversary of an employee's hire date falls. The above schedule may be modified at the discretion of Holy Spirit Episcopal Church and School, Dripping Springs, as applicable, including the right to reduce personal time off due to other unforeseen absences from work.

PERSONAL TIME OFF - UNEARNED (Max length of 2 work weeks per year)

One personal day will be granted for each month worked (max of 2 work weeks) during each calendar year of employment.

Pension

Holy Spirit Episcopal Church and School offers a *Defined Contribution Plan of Church Pension Fund* to lay employees who work a minimum of 1000 hours annually with employer's contribution of 5% and matching contribution of 4%.

Non Discrimination Policy

Holy Spirit Episcopal Church and School, an equal opportunity employer, follows a policy of nondiscrimination with respect to employees and job applicants. Employee policies/procedures and the recruitment and hiring of prospective employees are made without regard to race, color, gender identity/expression, national origin, age, disability, sexual orientation or other status protected by applicable law.

Description Revised April 2022