

The Academy of Classical Christian Studies

Assistant Head of School



Update 12/3/18

- Leadership
 - In conjunction with the Headmaster, implements the school's vision and mission in a winsome and wise manner
 - Leads and shepherds the Business Operations Committees (Finance, Accreditation, Fundraising, and Real Estate Operations). Collaborates with the Human Resources Department, the IT Department, and Admissions.
 - Builds unity, protects relationships, and creates/sets tone of The Academy.

- Administration
 - Models, implements, and ensures excellence in all areas of The Academy
 - Reviews and makes recommendations for changes to the Parent/Student Handbook, Employee Handbook, and other matters of school policy
 - Serves as secondary liaison to the Board of Directors, attending meetings, preparing reports, and apprising them of school opportunities and issues
 - Makes weekly visits to all three Academy campuses

- Facilities
 - Works in conjunction with the Board of Directors to secure, plan, develop, and steward necessary property and facilities
 - Oversees facilities use, security, accessibility, and maintenance, implementing a long-term plan in consideration of depreciation and decay
 - Serves as liaison to any hosting facilities from which The Academy leases space
 - Plans and develops capital projects in conjunction with the Headmaster
 - Oversees implementation of all capital projects after design phase

- Admissions
 - Oversees the admissions process in conjunction with the Admissions Director to ensure parents understand and enroll in The Academy's multiple versions of classical Christian education
 - Serves in tandem with the Headmaster as primary speaker for The Academy recruiting events, open houses, etc.

- Culture
 - Casts vision for and supports the biblical role of parents in the education of their children and encourages participation of parents in the school
 - Ensures a vibrant and healthy culture that encourages personal development, open communications and a pursuit of excellence in each and every role
 - Represents the school at internal and external community events as able
 - Available to meet with parents and other interested people concerning classical Christian education at The Academy
 - Collaborates with the Headmaster in planning all ceremonies, banquets, events, symposia, and conferences open to the public

- HPO
 - In conjunction with the Headmaster, relates to our HPO Council parent chair(s) to foster understanding of and commitment to The Academy's multiple brands of classical Christian education
 - In conjunction with the Headmaster, relates to parents concerning issues associated with the specific academic workings of The Academy

- Fundraising
 - Develops, in conjunction with the Fundraising Coordinator, the cadence and rhythm of our Benevon Model
 - Develops new giving relationships with donors and corporate sponsors outside The Academy
 - Oversees the Fundraising Coordinator in keeping QuickBase records reviewed, edited, and up to date

- Marketing and Public Relations
 - Oversees and works in conjunction with the Branding and Communication Committee to create and implement successful internal and external marketing and public relations campaigns to multiple constituencies about The Academy
 - Enhances the local reputation and name recognition of Oklahoma City's only full-service classical Christian school and represents The Academy as its primary public liaison
 - Collaborates with the Headmaster in planning and advertising all ceremonies, banquets, events, symposiums, and conferences open to the public

- Financial
 - Coordinates with the Financial Controller and Headmaster to ensure the school stays within all Board of Directors-approved budgets, synchronizes the same with all other committees (i.e. fundraising, etc.), and proposes with the Controller and Annual 5-year Business Plan(s) as reports are given from each committee
 - Prepares and proposes annual budget to the Board of Directors

- Accreditation
 - Provides leadership for the accreditation process, including annual reviews, and upholds academic standards set by professional accrediting bodies.