

Job Title: Head of School

Position Type: Full-time, Salaried

Reporting: The Head of School reports to the La Salle Middle School Board of Directors.

Job Summary: The Head of School oversees programmatic, financial and administrative operations of La Salle Middle School. This position is responsible for the day-to-day management of all middle school activities, including management of the instructional program, student discipline, teacher development, parental involvement, student recruitment, state reporting, compliance and relationships with the School Sponsor. The Head of School works collaboratively with the Executive Director of the De La Salle Board and the Deaconess Foundation.

School Leadership

Objective: To establish a culture of excellence that is centered on the school's mission.

Essential Functions:

- Oversees, continually evaluates, and is accountable for all school programs, finances and operations.
- Ensures compliance with all local, state, and federal policies and regulations.
- Facilitates a safe and orderly school environment.
- Effectively implements data-driven decisions following the school improvement plan.
- Promotes the school to the community.
- Oversees management of student issues, including discipline and family relations.
- Oversees student recruitment and enrollment.
- Oversees management of student and personnel records.

Educational Leadership

Objective: To create a cycle of continuous academic improvement by providing strong leadership and regularly analyzing data to meet schoolwide performance goals.

Essential Functions:

- Manages and supports the Principal in the following areas:
 - Management, Development and evaluation of staff
 - Curriculum development, implementation and evaluation
- Manages the administration and analysis of school assessments.
- Oversees annual development of a School Improvement Plan and makes recommendation to the Board.

Board Communication

Objective: To be the leader of the school, with the responsibility to speak on all matters before the Board, but not to vote.

Essential Functions:

- Informs the Board of Directors of the condition of La Salle's educational system; assures effective communication between the Board and the staff of the school.
- Prepares and submits recommendations to the Board relative to all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.

- Submits to the Board a clear and detailed explanation of any proposed policy/procedure that would involve either departure from established policy or the expenditure of substantial funds.
- Develops and recommends to the Board long-range plans consistent with population trends, cultural needs, student and family needs and staff trends.
- Directs the execution of all decisions of the Board.
- Acts on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.

Operational Management

Objective: To be responsible for appropriate management and administration of the organization, according to local, state and federal law, including financial management and state reporting.

Essential Functions:

Financial Management

- Manages all DESE financial compliance and the annual audit.
- With the accountant, prepares the Annual Secretary of the Board Report (ASBR) to DESE.
- Manages fiscal operations at the school, including purchase orders of larger purchases, monthly metrics reports, year-to-date reports, board reports and all Federal grant Final Expenditure Reports.
- Works with the Principal to create and oversee the schools' budgets, finances, and relationships with outside vendors.
- Oversees the purchasing of all products and services on behalf of the school in conjunction with the Principal.

State Reporting and DESE

- Prepares and submits all MOSIS and Core Data submissions, working closely with the Principal to ensure accurate record keeping and data management.
- Serves as the district Title Fund Coordinator and Special Ed Part B Entitlement Grant Coordinator (Federal Programs).
- Prepares for and oversees all School Audits and ensures that all aspects of the school follow all governing authorities (DESE, School Finance, Federal Programs, Special Education Department, USDA, School Food Services).
- Maintains record of school compliance with NCLB HQT requirements and certification requirements.
- Serves as the district Food Service Representative; ensures compliance standards are being met with the National School Breakfast and Lunch Programs.
- Submits monthly claim for reimbursement for meals served.
- Serves as district test coordinator, ordering and managing all test administration/ reporting/ scoring.
- Manages access to the DESE portal as the User Manager of the School.
- Monitors compliance with MSIP 5 regulations in conjunction with sponsor.

General Management

Objective: To implement all policies established by the Employee Handbook, the Parent/Student Handbook and the Board of Directors of the school.

Essential Functions

- Supervises and evaluates Principal, school office staff and kitchen manager and staff.
- Oversees student files and general record keeping.
- Oversees teacher and student schedules.
- Communicates with staff regularly and professionally.
- Communicates with parents regularly and professionally.
- Communicates regularly with sponsor, MU, and complies with all requirements through the Epicenter portal.

Minimum Qualifications

- Masters in Education related field (Administration, Curriculum & Instruction)
- Expert teacher and/or administrator experience with several years of demonstrated service in underserved communities.
- Experience in assessment and achievement data analysis.
- Ability to create and to sustain positive, hopeful, cooperative, growth-focused culture among staff and students.