

Job description: the headmaster of school

Job summary:

The headmaster of school provides the instructional leadership that creates implements, maintains, and enhances excellence, scholarship, and achievement for all students.

Required Education	Master's degree in an education-related field
Other Requirements	Licensure requirements vary in our country and about the nationality of the education which is international.
Median Salary (2015) with salary growth annually	£-----for headmaster of school with -----% salary growth annually.
Reporting to	Head of school

Responsibilities:

- The Headmaster serves as an instructional leader of the school, evaluator of the school's staff, and the overseer of the operations of the building.
- He relates the educational objectives of the school to instructional practices that yield the highest standards of student achievement, instructional excellence, community support, and school morale.
- The Headmaster is the chief administrative and supervisory official of the school.

Qualifications:

- Hold or be eligible for the Principal certificate.
- Leadership ability in school administration, curriculum development, program evaluation, staff development, school improvement, and staff supervision and evaluation.
- Excellent interpersonal and communication skills.
- Alternatives to the qualifications below as the School Committee may find appropriate and acceptable.

Performance Responsibilities:

****Administration***

- 1.1 Serves as the chief administrative and supervisory official of the school.
- 1.2 Assumes ultimate responsibility for the management and operation of the school in accordance with law, administrative code, and School Committee policies and regulations.
- 1.3 Supervises the effective and efficient implementation of the educational and instructional programs in compliance with local regulations and the provisions of the district's collective bargaining agreements.

- 1.4 Develops annual goals and a strategic plan for the school.
- 1.5 Develops the plans for the future needs of the school using, when needed, advisory committees and/or study groups, research, etc.
- 1.6 Acts as a student advocate to ensure the rights of all students are respected and that all have equal access to the educational opportunities necessary to meet their needs and abilities.
- 1.7 Exercises authority over the behavior and conduct of pupils, professional and non-professional staff, visitors, and any other persons using the school.
- 1.8 Participates in the formulation of changing of policies and administrative regulations related to the operation of the school.
- 1.9 Prepares or supervises the creation of all reports, records, and other paperwork as required by the School Committee that may be appropriate to the school's administration.
- 1.10 Plans and supervises parent/teacher conferences.
- 1.11 Develops the school calendar and monthly activities in partnership with the Associate.
- 1.12 Attends special events held to recognize student achievement and other school-sponsored activities and functions.

***Curriculum and instructions**

1- Involves teachers and parents in the development and implementation of required annual school plans to achieve pupil performance objectives, curriculum standards, and core course proficiencies. In conjunction with the Associate Headmaster, submits an annual status report on the school plan.

2- Participates in the development, evaluation, and revision of curriculum and assumes responsibility for the implementation of approved programs. Provides for coordination and curriculum articulation among and between the grades and in partnership with the other district schools.

3- Oversees the formulation, planning, and implementation of a staff development program for school personnel and directs the program within the school. Provides an articulated, consistent education for all students while encouraging staff to develop strategies, techniques and activities that reflect instructional diversity, alternatives and flexibility.

4- Oversees the evaluation of instructional materials, including textbooks, computer programs, library/media acquisitions, and other instructional materials.

5- Provides leadership in developing and implementing plans for instructional research, studies for curriculum and instruction, and new courses of study.

***Students services**

1- Collaborates with other district administrators in the process of monitoring the progress of all students.

2- Cooperates with the Special Education administrator in the planning and operation of the child study team and the delivery of the special education program.

3 -Maintains individual student records and reports of pupil progress.

4 -Maintains high standards of student safety and conducts and enforces discipline as necessary in accordance with School Committee policy and the students' rights to due process.

5 -Notifies the parent(s) or guardian(s) of a student, and the Superintendent, to arrange for an immediate examination by a physician of any student suspected of being under the influence of alcohol and other drug(s).

6 -Excludes students whose presence is detrimental to the health and cleanliness of other students within our country law and School Committee policy.

7 - Implements registration, screening, placement, evaluation, promotion, and retention policies, and plans and implements graduation ceremonies.

8 - Administers the organization, implementation and supervision of field trips and co-curricular activities.

***Facilities**

1 -Maintains the school as a healthy and safe learning environment for students. Works cooperatively with other district personnel to develop and maintain a master schedule of the usage of the school's building and grounds.

2 -Cooperates with other district personnel regarding the maintenance operations of the school building and grounds and such related services as cafeteria and transportation.

3 - Plans and supervises fire and other emergency drills as required by law and School Committee policy.

*** Professional growth**

1-Uses evaluation for self-improvement; carries out individual improvement plan developed with the Headmaster.

2 - Maintains a high level of competence in the field of education, remaining current in issues related to areas of responsibility.

3-Maintains a high level of personal integrity and a strong work ethic.

Best regards