



Job Description for Director of School

The Director of School shall act under the supervision, and with the support of, the Board of Trustees of the School ("Board"). The Director of School shall perform the following duties and services:

1. The Director of School will be responsible for the administration of the School, including recruitment and supervision of School faculty, students and personnel, preparation and administration of an annual School budget, and development and implementation of educational policies and objectives of the School. Administration of School faculty and personnel shall include selection, appointment, assignment, transfer, promotion and termination. Recruitment of students is expected to include appearing in local community venues to publicize the School.
2. The Director of School will provide leadership and expertise to the Board and other constituents of the School and Parish communities in further developing the School's Strategic Plan for the school of approximately five years, towards a School that: (a) is stable and sustainable on a stand-alone financial basis in reasonably foreseeable community environments, (b) is of continued high academic quality relative to peer independent schools, (c) serves a broad and diverse student body drawn principally from the Clear Lake/Bay Area community, and (d) is in keeping with the broad traditions of Episcopal education generally, and in harmony with the intentions of the Parish, a refined understanding of which will be included in the School's strategic planning process.
3. The Director of School will regularly report to and coordinate her/his activities with the Executive Committee of the Board and will provide a monthly report of such activities to the Board, as an *ex-officio* member of the Board.
4. The Director of School will also be responsible for the general oversight of fundraising programs and projects, such as the annual fund, in conjunction with the Board and the School's Parent Teacher Organization.
5. The Director of School will work closely with the Director of Enrichment to provide support for extended-day programs.

Unless otherwise specifically discussed and understood between the Director of School and the Board, the allocation of duties, prerogatives and roles generally between the Director, the Board and other constituencies of the School are expected and anticipated by the School and the Director of School to generally comport with the norms recommended by the School's accrediting authorities.

Term: The Director of School's employment shall commence on July 1 of each school fiscal year and continue through June 30 on a school term annual renewal basis, unless terminated pursuant to at-will agreement provisions.