TYNDALE
CLASSICAL ACADEMY

JOB DESCRIPTION

Head of School

Tyndale Classical Academy · Howell, Michigan

Leading with conviction, grace, and a commitment to excellence.

Position	Details
Title	Head of School
Location	Howell, MI
Reports to	Board of Directors
Grades served	K–12
Type	Full-time, administrative leadership

POSITION OVERVIEW

The Head of School is the visionary and operational leader of Tyndale Classical Academy, responsible for upholding and advancing its mission and values. Reporting directly to the Board of Directors, the Head of School ensures excellence in pedagogy, fosters a Christ-centered culture, and oversees the operations, facilities, and growth of the school.

This individual will lead with wisdom, humility, and grace, supporting faculty, students, and families while implementing strategic plans to ensure the long-term success and spiritual integrity of the school.

CORE LEADERSHIP AREAS

The Head of School oversees and provides leadership in ten areas.

Area	Focus
Student Body	Discipline, counseling, and holistic student development
Pedagogy	Curriculum oversight, academic excellence, and classical education practices
Culture	Building a Christ-centered, respectful, and joyful environment
Faculty	Hiring, development, evaluation, and guidance of staff
Enrollment	Growth, parent engagement, and admissions processes
Families	Communication, partnership, and counseling support
Facilities	Safety, security, maintenance, and aesthetics
Business	Financial oversight, operational efficiency, and strategic planning
Chapel	Ensuring theological and spiritual alignment
Events	Leadership and participation in key school events

KEY RESPONSIBILITIES

1. Student Body

- Lead student discipline throughout the school day with wisdom and consistency.
- Counsel students with grace, godliness, and discernment, promoting their spiritual and personal growth.

2. Pedagogy

- Oversee scope and sequence as determined by the Educational Council.
- Communicate and implement K–12 classical pedagogy.
- Lead curriculum decisions and educational objectives in collaboration with the Education Council.
- Review teacher lesson plans weekly to ensure alignment with objectives and excellence in instruction.

3. Culture

- Shape and maintain a Christ-centered culture characterized by kindness, respect, humility, and joy.
- Lead in planning and organizing special events to enhance school culture.

4. Faculty

- Recruit, hire, and build a high-performing team of teachers and staff.
- Develop faculty through regular team-building activities and professional development.

- Conduct teacher evaluations twice per year and document results for administrative and Concordis records.
- Oversee teacher contracts and maintain updated employee files.

5. Enrollment

- Promote the school to prospective families, answering questions and conducting tours.
- Oversee the enrollment process, including inquiries, interviews, and onboarding.
- Manage family exits with care and professionalism.

6. Families

- Build and nurture partnerships with parents through regular communication and engagement.
- Provide counseling and resources for families when needed.
- Lead discipline hearings with wisdom and clarity.

7. Facilities

- Ensure the safety and security of the building and grounds.
- Oversee classroom layouts, cleanliness, and maintenance to maintain an aesthetically pleasing environment.
- Coordinate with Evergreen Church for building-related needs and concerns.

8. Business Operations

- Oversee financial processes in collaboration with Concordis and the Board of Directors.
- Ensure effective implementation of Learning Management Systems.
- Meet regularly with the Board of Directors to discuss school updates, needs, and strategic plans.

9. Chapel

- Ensure chapel content aligns with the school's mission and theological commitments.
- Lead or delegate chapel services as needed.

10. Events

- Provide leadership and participate in school-wide events such as concerts, fundraisers, and student activities.

COMMUNICATION RESPONSIBILITIES

- Facilitate K–12 staff meetings to ensure alignment on pedagogy, culture, and operations.
- Coordinate and lead parent meetings and maintain clear communication about school events, policies, and updates.
- Communicate directly with parents and students regarding discipline and significant developments.

BOARD REPORTING

Cadence	Format	Contents
Weekly	Brief email summary	Key updates
Monthly	Board meeting presentation	Cultural highlights and discipline concerns; faculty evaluations and professional development; enrollment pipeline (inquiries, tours, attrition concerns); financial, facility, and staffing needs tied to strategic plans; academic performance snapshots
Annually	Strategic planning contribution	Proposed Student/Parent Handbook updates; faculty line-up and schedule development; budget preparation and long-term planning

ANNUAL RESPONSIBILITIES

- Strategic planning for the following academic year.
- Review and update the Student/Parent Handbook.
- Finalize faculty line-up and schedules.
- Prepare and propose budgets for board approval.

QUALIFICATIONS AND ATTRIBUTES

- Deep understanding of classical education and Christian pedagogy.
- Experience in teaching, personnel management, counseling, and discipline.
- Strong leadership, communication, and organizational skills.
- Spiritually mature and able to shepherd faculty, students, and families.
- Visionary leader with the ability to execute strategic plans and build community.

The Head of School is the heart of Tyndale Classical Academy, responsible for ensuring that its mission is upheld in every aspect of its operation. This individual must lead with conviction, grace, and a commitment to excellence, creating a thriving Christ-centered learning environment.

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www.tyndaleclassical.academy