



ASSISTANT HEAD OF UPPER SCHOOL JOB DESCRIPTION

- TITLE:** ASSISTANT HEAD OF UPPER SCHOOL (Grades 9-12)
- QUALIFICATIONS:** Ohio Principal Licensure/Certificate; Master's Degree Preferred
Possess at least 5 years of classroom teaching at the high school level and 3 years of successful leadership experience in a school setting. Possess strong knowledge of experience in Christian Education.
- REPORTS TO:** Head of School/Head of Upper School
- JOB GOAL:** Serves as the lead in the daily operations of the Upper School. Provides support and leadership in planning, coordinating and administering school activities and programs including academic initiatives, student spiritual life activities, student conduct and discipline, testing, and extracurricular programs, with the goal of student character development and spiritual formation to support the mission of Harvest Preparatory School.

PERFORMANCE RESPONSIBILITIES:

- Carry out the vision, mission, and educational objectives of the school as established by the Head of School/Head of Upper School.
- Provide vision and shared-leadership and oversight of all upper school programs, personnel, and publications.
- Work closely and cooperatively with the school administration and other organizational employees and offices.
- Foster an environment and initiatives that assist students in spiritual formation and maturity.
- Manage the daily operations and functions of the upper school in accordance with established policies and procedures.
- Provide positive weekly communication to all parents/guardians outlining key dates and events.
- Review curriculum, make recommendations for curriculum change and maintain alignment of curriculum with state standards.
- Review teacher lesson plans, grades, report cards and accuracy of FACTS (RenWeb).
- Effectively utilize upper school personnel through appropriate assignments to specific positions, grades, and/or subjects.
- Supervise and evaluate all upper school personnel and make annual employment recommendations to the Head of School.
- Prepare upper school calendar for inclusion in the Master Calendar.
- Conduct new student family interviews; participate in enrollment and recruitment events and campaigns.
- Assist the Upper School Guidance Counselor in student course scheduling and state standardized testing.
- Provide feedback and assistance to the Dean of Students for discipline of upper school students.
- Participate in Upper School Faculty Meetings on a monthly basis; administration meetings on a weekly basis.
- Attend school-sanctioned extra-curricular events, contests, performances, and programs.
- Provide oversight and guidance of field trips and other co-curricular activities and experiences.
- Integrate enrichment opportunities and experiences throughout the year.
- Develop positive rapport with area public and non-public high school principals and administrators.
- Review Student Handbook and provide feedback and recommended changes and updates.
- Work cohesively with the building substitute coordinator to ensure all blocks have appropriate coverage.
- Meet with students placed on academic or behavior probation – create written accountability plans.
- Perform all other duties as assigned by the Head of School.