

**International Academy Saint Petersburg
Head of School**

APPROVED: August 5, 2024

Purpose statement: To carry out all aspects of the school's purposes, educational objectives, and policies, as established by the Board and as reflected in the International Academy Bylaws. To develop internal administrative policy in agreement with the school's philosophy, mission, values, and goals. The Head of School is directly accountable to and evaluated by the President of International Academy Saint Petersburg. The Head of School leads the International Academy business administrative team, the academic administrative team, and the domestic legal owner organization team.

Reporting Relationship: The Head of School reports to the President of International Academy Saint Petersburg and is annually evaluated by the President of International Academy Saint Petersburg.

Collaborating Relationships: The Head of School collaborates with the EEI/IASP international finance, administration, and advancement team members. The Head of School also collaborates externally with other ACSI school executive leaders and other organizations or individuals as requested by the President.

Duties and Responsibilities

Spiritual Climate at School

- A. Model Christ-like behavior and attitudes.
- B. Cultivate the spiritual health of the staff and students at IASP.
- C. Ensure that the educational content and activities reflect a Biblical worldview and ethic.

School and Educational Operations

- A. Assure the development of high-performance standards in educational achievement, according to ACSI accreditation standards and school Expected Student Outcomes.
- B. Provide management conducted in compliance with board policies and create administrative policies for effective school management.
- C. Ensure licensed Russian school requirements are met.
- D. Implement a comprehensive school development plan according to the goals of the strategic plan.

- E. Ensure that order and discipline are maintained in accordance with school policy. The Head of School is the last line of responsibility for student and staff discipline.
- F. Responsible for assuring excellence in student enrollment, admissions, and retention.
- G. Provide a holistic learning environment promoting Expected Student Outcomes consistent with a Biblical worldview and in alignment with the school's mission, vision, and philosophy of education statements.

School and Business Operation

- A. Participates in the preparation of the annual consolidated financial budget and abides by the board-approved budget
- B. Participates in financial committee meetings and brings questions between meetings to the President of International Academy Saint Petersburg for clarification or approval.
- C. Oversees Russian business office including School Director
- D. Collaborates with International Accountant
- E. Responsible for the development, use, and maintenance of the school's facilities, equipment, property, and transportation.

School Relationships

Report to the International Academy Saint Petersburg President. Maintain visibility with the Board, faculty and staff, students, and parents.

A. Owner and Governance Relationships

- 1. At the request of the President, International Academy Saint Petersburg, provides regular Head of School reports to inform the board on student outcomes, operations, and emerging issues.
- 2. Bring questions and concerns about governance policies to the President of International Academy Saint Petersburg.
- 3. Supervises the Detsky 5 subsidiary Owner and Director and IASP subsidiary Business Director
- 4. Communicates organizational structure, strategic plan, and reporting relationships to Detsky 5 and IASP faculty and staff

B. Faculty & Staff Employment and Supervision

- 1. Monitors, evaluates, and reviews the policies, priorities and goals of the school in relationship to the faculty and staff.
- 2. Ensures that faculty and staff have the resources required to fulfill their responsibilities.
- 3. Responsible for recruiting and hiring new faculty and staff.
- 4. Maintains accessibility to faculty and staff.

5. Assures that faculty and staff are committed to the school's philosophy, mission statement, and instructional goals.
6. Acts as the primary supervisor of faculty and staff care.
7. Acts as the primary administrator of faculty and staff pertaining to:
 - a. orientation
 - b. contracts
 - c. personal and professional development
 - d. evaluations
 - e. compensation
 - f. discipline and termination
8. Ensures that faculty and staff performance is evaluated properly and timely.
9. Communicates to faculty and staff the strategic plan for the school and ensures furtherance according to strategic goals.

C. Students and Parents

1. Maintains open and trustworthy communication between the school and parents.
2. Ensures that school policies about students and parents are enforced.
3. Communicates strategic plan for the school to parents and students.

D. Public Relations

1. Maintains positive relationships on behalf of the school among the community, alumni, parents, and donors.
2. Participates in determining fund-raising needs for the school.
3. Oversees the school's general public relations in school promotion.
4. Network with other Christian school leaders.

Qualifications

1. Master in School Administration or Christian Leadership
2. Meets ACSI certification requirements.
3. Two years of administrative experience.
 - a. As Principal or assistant principal.
 - b. Classroom experience, minimum three years.

Successful performance of this job description is evidenced by:

School operational effectiveness and efficiency, regular communication with school parents, students, and staff, and a holistic wellness environment consistent with our philosophy of education.