Job Description

The Chesterton Academy of the Notre Dame in Spokane, Washington seeks applications for the position of Headmaster.

Chesterton Academy of Notre Dame is a private, co-ed, Catholic high school in Spokane, Washington. It is located in the Roman Catholic Archdiocese of Spokane. Like its sister academies in the Chesterton Network of Schools, our school is inspired by G. K. Chesterton's ideas of integrated learning.

Our classical curriculum combines a broad, liberal arts education with a strong emphasis on the development of Christian virtues and an appreciation of beauty. All students pursue a cohesive, content-rich education through studies in Humanities, Math & Science, and the Fine Arts including four years of Theology.

The Position

Summary
The Headmaster serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, learning environment that adheres to our Catholic identity and meets the approved curricula and mission of the school. The Headmaster is responsible for the curriculum, instructional leadership of the school, hiring and supervision of instructional personnel, student life, discipline and related parent communication.

The Headmaster must be a joyful practicing Roman Catholic, possess the minimum of a Master’s Degree in Administration or related field, and demonstrate a commitment to Catholic secondary education. Salary is competitive and commensurate with experience.

The Board of Directors appoints the Headmaster of Chesterton Academy. A collaborative relationship between the Headmaster and Executive staff is a requirement. In addition to any teaching responsibilities, the duties of the Headmaster include: (1) curriculum and academic excellence; (2) instruction; (3) student life and discipline; (4) parent communications; (5) student admissions; (6) guidance; (7) other school operations.

Primary Responsibilities and Duties

Curriculum and Academic Excellence

- Oversee adherence to Chesterton Schools Network curriculum
- Oversee implementation of changes to curriculum
• Review results of student tests (CLT, PSAT, ACT, SAT)
• Oversee school accreditation process and renewal per Network guidelines

Instruction
• Oversee faculty hiring, evaluation, rehires, terminations
• Conduct classroom observations for faculty members as part of evaluation process
• Mentor and coach young teachers
• Provide humble servant leadership, support, motivation, and inspiration to faculty and staff
• Have a distinct command of pedagogy and the curriculum and classroom management

Student Life and Discipline
• Ensure discipline policies are enforced, communicated
• Oversee parent-led sports and extracurricular activities
• Ensure effectiveness of virtue house and faculty mentor programs
• Oversee academic and behavioral eligibility for extra-curricular activities

Parent Communications
• Send weekly Headmaster Missive to parents or school newsletter
• Meet with parents regarding student discipline and academic issues

Admissions
• Admit new students upon review of placement exam, student application materials, and meeting
• Oversee transfer student process (curriculum, regulations, forms, financial)
• Review placement tests and contact parents with remedial needs
• Deliver presentations to prospective parents and students at selected school events

Guidance
• Coordinate standardized testing, college applications and transcript preparation
• Communicate with colleges, universities and other post-high school programs
• Promote various vocational opportunities
Other School Operations
- Oversee selection and evaluation of vendors (software, textbooks, other services)

Teaching Responsibilities (as needed)
- Maintain presence in the classroom by teaching one or two classes

Relationships
The Headmaster maintains the following working relationships:
- The Headmaster reports directly to the Board of Directors.
- The Headmaster maintains a consultative, collaborative relationship with the Executive Staff.
- The Headmaster maintains a supervisory relationship with faculty and other selected staff, including Administrative Dean and Academic Dean.

Administrative Model
The Headmaster and the Executive Staff lead the administrative team at Chesterton Academy of Notre Dame. This model of school administration is one of equality with both specific and shared responsibilities.

- The Headmaster is responsible for internal operations, including the instructional leadership of the school, as well as hiring and supervision of instructional personnel, the curriculum, and student life.

- The Executive Staff is responsible for the business aspects of the administration including finances, human resources, fundraising, strategic planning, public relations, and building facility.

The Headmaster and Executive Staff share responsibilities for nurturing and maintaining the mission and traditions of the school, and ensuring fidelity to the Magisterium. The Headmaster is hired by and reports directly to the Board of Directors.

Requirements

Education:
Masters in Education or related field

Qualifications:
- Significant teaching experience in a classical school environment.
- Previous experience in secondary school administration.
- Familiarity with the mission of Chesterton Academy and the teachings of the Catholic Church.
- Practicing Catholic dedicated to living the teachings of the Catholic Church.
• Ability to build strong relationships with parents, clergy, diocesan partners, and benefactors.
• Open to mentorship by Chesterton Schools Network headmasters/leaders.
• Working knowledge of institutional advancement/fundraising.
• High-degree of organization skills
• Demonstrated ability to recruit and retain a strong faculty team

Certification:
Not required

Applications process
Apply by emailing a cover letter and resume to zach.mallahan@gmail.com. Accepting applications until March 7th, 2022. In your cover letter, please include why you believe Catholic, classical education is important and the role it plays in forming the next generation.

About Chesterton Academy
Founded in 2008 as a result of a grass-roots movement of parents, Chesterton Academy offers a rigorous, integrated high school curriculum centered on the Incarnation of Jesus Christ. Focusing on the classics, the school develops complete thinkers who learn to draw on faith and reason for the purpose of building a culture of life. Learn more about Chesterton Academy and the growing national Chesterton Schools Network.

The Chesterton Academy of Notre Dame was established in the fall of 2020 in Spokane, WA. Current enrollment is approximately 80 students with anticipated enrollment of 110 for the fall of 2022. Learn more at https://chestertonacademyofnotredame.org