

Job Description Headmaster / Head of School
Valiant Christian Academy Willoughby Hills, OH
Reports To: School Leadership Team
Employment Type: Full-Time, Exempt

Position Summary

The Headmaster serves as the chief executive and spiritual leader of Valiant Christian Academy, a Christ-centered college-preparatory high school committed to academic excellence, biblical truth, character formation, and servant leadership. The Headmaster is responsible for providing visionary leadership, ensuring operational excellence, fostering spiritual growth, overseeing faculty and staff, maintaining financial sustainability, and advancing the school's mission and reputation within the community. The Headmaster must demonstrate a mature Christian faith, a passion for Christian education, and the ability to lead students, faculty, staff, parents, and stakeholders in fulfilling the school's mission.

Mission Alignment

The Headmaster will:

- Uphold and champion the school's statement of faith, mission, vision, and core values.
- Integrate biblical principles into all aspects of school life and decision-making.
- Foster a Christ-centered culture that encourages spiritual growth, discipleship, integrity, and servant leadership.
- Serve as a spiritual role model for students, faculty, staff, and families.

Essential Responsibilities

Spiritual Leadership

- Lead the school community in pursuing a vibrant biblical worldview.
- Promote regular opportunities for worship, prayer, discipleship, and spiritual development.
- Ensure that curriculum, programs, and activities align with biblical principles.
- Encourage faculty and staff in their personal and professional spiritual growth.

Strategic Leadership

- Develop and implement a long-term strategic vision for the school.
- Work closely with the School Leadership Team to establish goals, policies, and priorities.
- Identify opportunities for growth, innovation, and continuous improvement.

- Monitor educational trends and ensure the school remains academically competitive and mission focused.

Academic Leadership

- Ensure excellence in curriculum development, instruction, and student achievement.
- Oversee academic standards, accreditation efforts, and assessment programs.
- Promote college and career readiness while maintaining a biblical worldview.
- Support faculty in implementing best practices in teaching and learning.

Personnel Leadership

- Recruit, hire, supervise, develop, and evaluate faculty and staff.
- Foster a culture of professionalism, accountability, collaboration, and mutual respect.
- Provide mentorship and leadership development opportunities for employees.
- Address personnel matters fairly, confidentially, and in accordance with school policies.

Student Development

- Promote a safe, nurturing, and disciplined learning environment.
- Support programs that develop students spiritually, academically, socially, emotionally, and physically.
- Oversee student conduct policies and restorative discipline practices.
- Encourage leadership, service, athletics, fine arts, and extracurricular engagement.

Financial and Operational Management

- Develop and oversee the annual operating budget.
- Ensure sound stewardship of financial resources.
- Oversee facilities, technology, safety, risk management, and daily operations.
- Work with business and administrative staff to maintain financial sustainability and regulatory compliance.

Advancement and Community Relations

- Serve as the primary ambassador for the school.
- Build strong relationships with parents, churches, alumni, donors, and community leaders.
- Lead fundraising, donor cultivation, enrollment growth, and development initiatives.
- Represent the school at public events and within educational and faith-based organizations.

Board Relations

- Maintain a collaborative and transparent relationship with the School Leadership Team.

- Provide regular reports regarding school performance, finances, enrollment, and strategic initiatives.
- Assist the Team in policy development and strategic planning.

Qualifications

Spiritual Qualifications

- Demonstrates a personal relationship with Jesus Christ and a lifestyle consistent with biblical principles.
- Active membership and involvement in a Bible-believing Christian church.
- Agreement with the school's Statement of Faith.
- Strong commitment to Christian education and student discipleship.

Education

- Master's degree required in Education, Educational Leadership, Administration, or a related field.
- Doctorate preferred.

Experience

- Minimum 5–10 years of progressively responsible educational leadership experience.
- Prior experience as a principal, head of school, assistant headmaster, or senior administrator preferred.
- Experience in Christian education strongly preferred.
- Demonstrated success in strategic planning, staff leadership, financial management, and organizational growth.

Knowledge, Skills, and Abilities

- Strong Christian leadership and spiritual maturity.
- Excellent communication and interpersonal skills.
- Strategic thinking and visionary leadership.
- Budgeting and financial management expertise.
- Personnel management and team-building skills.
- Conflict resolution and decision-making ability.
- Knowledge of curriculum development and instructional leadership.
- Ability to build relationships with students, parents, faculty, churches, and community stakeholders.
- Commitment to excellence, integrity, accountability, and servant leadership.

Performance Expectations

The Headmaster will be evaluated on:

- Faithfulness to the school's mission and biblical values.
- Academic achievement and educational quality.
- Student spiritual formation and school culture.
- Enrollment growth and retention.
- Faculty and staff development.
- Financial stewardship and operational effectiveness.
- Advancement and fundraising success.
- Strategic plan implementation.

Core Leadership Characteristics

The ideal Headmaster will exemplify:

- Christ-centered leadership
- Integrity and humility
- Wisdom and discernment
- Vision and innovation
- Courage and conviction
- Compassion and servant-heartedness
- Excellence and accountability
- Strong relational leadership

Equal Employment Statement

Valiant Christian Academy is committed to hiring employees who support and advance the school's Christian mission and values. Employment is contingent upon agreement with the school's Statement of Faith and lifestyle expectations consistent with biblical principles and applicable law.