



Telluride Mountain School
LABORARE DURE...LUDERE DURE

Head of School - Job Description

The Head of School is the sole employee of the Board of Trustees, the visionary and operational leader of the school. General duties of the Head include (but are not limited to) the following:

Mission and values

- Embody, manifest and advocate the mission of the school

Program

- Supervise all programs of the school, including academic, experiential, service, athletic, social, ethical and extracurricular
- Develop, implement and monitor curriculum, grading, testing and reporting to parents
- Prepare for and conduct periodic program evaluations
- Monitor and address all matters of school climate and culture, including disciplinary policies and standards of conduct
- Manage accreditation/re-accreditation processes as necessary

Enrollment

- Manage school enrollment, including:
 - retention of existing students
 - recruitment of new students (including marketing/outreach, applicant evaluation/testing, interviews, financial aid, acceptance decisions)

Faculty and staff

- Select and hire qualified persons to serve as members of the faculty and administration, overseeing all matters regarding:
 - employment, retention and dismissal of personnel
 - salaries, benefits and contracts
 - job assignments
 - orientation and training
 - professional development
 - performance evaluation
 - preparation of employee handbooks
 - maintenance of appropriate personnel records
- Directly supervise and mentor faculty and staff
- Hold regular meetings of the faculty and staff in order to coordinate the activities of the entire organization, and oversee documentation of those meetings

Board of Trustees

- Articulate the vision for the school and its future
- Provide various scenarios and possibilities for the Board to consider in strategic planning
- Attend all Board meetings, prepare reports, maintain board records and keep Trustees informed on all aspects of the school's operation
- Be a member ex officio of all standing committees of the Board; be aware of and provide necessary support for the work of these committees
- Be the representative of the Board in its relations with all school constituencies
- Work with the Board of Trustees, its President and committees to develop and carry out school policies; review those policies and make recommendations for changes

Finances

- Supervise the Business Manager in all aspects of that position, including:
 - preparing and updating budgets, forecasts and reports
 - monitoring income, expenditures, collections and cash flow
 - maintaining appropriate financial records

Development

- Supervise the Director of Development, leading fundraising efforts to cultivate and effect generous support as necessary for the financial health of the school

Operations/Facilities

- Supervise and/or assist with all aspects of the school's operation, including (but not limited to)
 - facilities operation and maintenance
 - transportation
 - summer programs

Internal and external community relations

- Play an active and highly integrated role in the daily life of the school
- Represent the school to all of its constituents including parents, students, alumni, faculty, staff, neighbors, and the greater Telluride community, understanding that this may require managing competing demands
- Be a visible and vocal public champion of the school's programs while networking within the Telluride community
- Represent the school in its relations with state and federal agencies and with local, state, regional and national educational organizations and accrediting agencies
- Submit reports to external agencies as required