



CHESTERTON ACADEMY OF SACRAMENTO

Headmaster

The Headmaster leads the administrative team at Chesterton Academy of Sacramento and is the Chief Executive Officer. The Board of Directors appoints the Headmaster of Chesterton Academy. The Headmaster reports to the Board of Directors.

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 business aspects of the administration including finances, human resources, fundraising, strategic planning, public relations, and building facility.
- nurturing and maintaining the mission and traditions of the school and ensuring fidelity to the Magisterium.

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 Board of Directors appoints the Headmaster of Chesterton Academy. A collaborative relationship between the Headmaster and the Board of Directors is a requirement. In addition to any teaching responsibilities, the duties of the Headmaster also 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, Instruction, and Academic Excellence

- Oversee adherence to Chesterton Schools Network curriculum scope and sequence.
- Oversee implementation of changes to curriculum after consultation with the Board of Directors.
- Review results of student tests (CLT, PSAT, ACT, SAT).
- Oversee school accreditation process and renewal per Network guidelines.
- Ensure a culture of learning through implementation of best instructional practices.



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- Oversee faculty hiring, formation, evaluation, rehires, terminations.
- Provide teacher training and mentorship as needed, particularly in the classical method.
- Conduct classroom observations for faculty members as part of evaluation process.

Student Life and Discipline

- Ensure discipline policies are enforced, communicated.
- Oversee student life programs.
- 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 Message 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.

Business Operations/ Other School Operations

- Lead institutional advancement and fund-raising activities to meet and exceed fundraising goals.
- Oversee daily operations including wide range of school administration including finance, human resources, facilities management, public relations.
- Implement policies and directives of the Board of Directors.
- Oversee and facilitate long-range strategic planning.
- Administer the annual budget and multi-year forecasting process to align with the school's goals and mission and support strategic planning.
- Maintain/establish and implement financial procedures and provide information to the Board of Chesterton Academy of Sacramento.
- Provide public relations activities that maintain positive communication with key constituents.



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- Oversee selection and evaluation of vendors (software, textbooks, other services).
- Oversee facility contract management.
- Manage tuition assistance process, including financial aid awards, grants and scholarships.

Teaching Responsibilities (as needed)

Relationships

The Headmaster maintains the following working relationships:

- The Headmaster reports directly to the Board of Directors.
- The Headmaster maintains a supervisory relationship with faculty and other selected staff, including Administrative Dean and Academic Dean.
- The Headmaster partners closely with families in the integrated formation of their children.
- The Headmaster oversees and supervises the activities of the Executive Administrator, faculty and other school staff.

Requirements

The Headmaster must be practicing Roman Catholic and shall take the Oath of Fidelity to the Magisterium of the Holy Catholic Church.

Education:

Master's in education or related field.

Experience:

Possess the minimum of a master's degree in Education or related field and demonstrate a commitment to Catholic secondary education and the teachings of the Catholic Church.

Strongly preferred:

Significant teaching experience in a classical school environment; previous experience in secondary school administration; familiarity with the mission of Chesterton Academy; and working knowledge of institutional advancement/fundraising.

Certification:

Not required.

Salary:

Salary is competitive and commensurate with experience.



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About Chesterton Academy of Sacramento

Opening in Fall of 2022 as a result of a grass-roots movement of parents, Chesterton Academy of Sacramento is an independent, joyfully Catholic, classical high school serving families of the greater Sacramento area. We offer 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 of Sacramento](#) and the growing national [Chesterton Schools Network](#).

Chesterton Academy of Sacramento is an equal opportunity employer and has a racially nondiscriminatory policy as to students and therefore does not discriminate against applicants and students on the basis of race, color, or national and ethnic origin.

