



## **Position Description**

# **Headmaster**

### **Position Overview**

The Headmaster serves as the Chief Executive of Union Academy Charter School. Reporting to the Board of Directors (BoD), the Headmaster is responsible for the day-to-day operations of the school, to include direct oversight of multiple school principals; various administrative departments, physical plant operations, school safety, technology, development, and additional departments. Additionally, the Headmaster is responsible for the implementation of approved policies, procedures, and strategic plans that ensure the school's continued success in academic excellence, character development, teacher and student engagement, and a culture dedicated to the school's founding principals of challenge, character, and community.

A successful Headmaster will have a demonstrated track record of excellence in building relationships with a Board of Directors, faculty, the student body, and the community. The Headmaster will carry the additional responsibilities and expectations of:

- Implement the strategic vision of the school as outlined by the BoD
- Attract and retain qualified teaching faculty;
- Produce academic outcomes that align to the school's mission of college and career preparation;
- Report to the BoD at regular intervals on the status of the school's performance
- Serve as the public representative of the Charter School;
- Represent the school at legislative meetings and at all functions of the Charter School Association;
- Work with various stakeholders to build public and private financial support of the school;
- Provide general management of all school operations, including safety and emergency response, personnel selection and performance management, budgeting and financial management, fundraising, communications and public relations, regulatory requirements, and facilities management.

### **Relationship to the Board of Directors**

Union Academy's BoD operates as the sole governing body of Union Academy in accordance with North Carolina Statutes governing the rules and regulations for Charter Schools. The BoD is strictly a governing body that exists to provide oversight and direction to the school. The BoD relationship to the Headmaster involves:



- The Headmaster is the sole direct report to the BoD through the Board Chairperson; likewise, the board relates to the school solely through the Headmaster;
- The BoD does not co-manage the school with the Headmaster. Rather, it establishes goals, expectations, and policy; and holds the Headmaster accountable in the execution and performance of those policies and goals;
- The Board views organizational performance and the Headmaster's performance as mutually representative;
- The Board acts as one governing body. Only motions passed by the board are binding for the Headmaster. While there may be some examples of the Headmaster interacting with the BoD Chairperson when a vote is not reasonably appropriate, the Board Chairperson does not act unilaterally or without the consent of the BoD as it relates to the employment of the Headmaster;
- The BoD is committed to working in partnership with the Headmaster through strategic planning and oversight to drive the school toward the successful accomplishment of its goals through leadership and support by and of its elected members;

In summary, the BoD interacts both as a body of the whole and through the Board Chairperson as appropriate. The BoD is not involved in administration of day-to-day functions of the school. The BoD regulates, oversees, and drives performance through various committees, policy decisions, and other BoD action.

### **Professional Qualifications**

The successful candidate will have the following qualifications and experience:

- Demonstrated track record of successful leadership in a Charter School, ideally K-12, with a record of favorable academic outcomes over time;
- Current or prior classroom experience;
- Demonstrated success in building and retaining teams, recruiting and hiring, supervising and evaluating, and a history of employing qualified candidates;
- Demonstrated track record of leadership in fundraising, public relations, relationship building, and community involvement;
- Experience in financial management, financial reporting, fiscal stewardship, operations management, and financial relationships between a Charter School and other bodies such as a school district, State, and fundraising foundation;
- Understanding of the rules and regulations governing the financial accountability and reporting of charter schools;



- At least a graduate degree in Education, School Administration, Administration or other related field of study;
- 5+ years in curriculum design and/or demonstrated understanding of instruction through classroom experience preferred;
- 5-10+ years of leadership experience, at least as a Principal, within a large school. Preferably K-12.

### **Demonstrated Competencies and Personal Characteristics**

Union Academy is a National School of Character, focused on 8 key principles: Compassion, Adaptability, Respect, Responsibility, Optimism, Trustworthiness, Perseverance, and Initiative. The Headmaster should possess these qualities as the public and private role model for the school. Additionally, the following competencies and personal characteristics are required of the Headmaster:

- Integrity & Honesty – The Headmaster will be a person of upright moral and professional behavior. They understand and live our pledge; “*At Union Academy, we do the right thing, even when no one is looking.*”
- Trustworthy – The Headmaster is a leader that understands the value of trustworthiness. They understand that they must be able to trust their direct reports’ ability to provide leadership throughout the school; and that a good leader will enjoy that same trust reciprocated by their direct reports.
- Communication – The Headmaster must be transparent, approachable, willing to listen, and open to feedback. Likewise, they must be a model for inclusion in decision making and providing information to key stakeholders to ensure the success of the individual, group, and the body collective.
- Arbitrator – The Headmaster must understand the importance of wise leadership and decision making. They understand that the application of policy, rules, and discipline must be equally and fairly exercised regardless of relationships or public standing.
- Assimilation – The Headmaster will grasp the importance of local and regional values and have the ability to assimilate into the community. They will adopt the school’s values as their own; and become a part of the broader community of Union County through involvement and volunteerism, activism, and overall community-centric behavioral traits.
- Coach – The Headmaster is a mentor, coach, teacher, team-builder, and motivator. The ultimate captain and cheerleader for the school. They openly display their passion for the school’s collective success throughout the community. The Headmaster celebrates and inspires the individual and/or groups of students, faculty, and parents; and



understands that Union Academy is successful because of the contributions of the school community.

- **Diplomacy** – The Headmaster understands the importance of building and maintaining relationships. This extends to the interaction with local businesses, groups, sponsors, donors, and community partners. It applies to families, students, parents, and the staff. The Headmaster is the public representative of the school and its mission, and they realize that this function is ultimately key in the Headmaster’s success in driving the success of the school.
- **Kindness** – The Headmaster is the head of the school. Ultimately, they must genuinely display a kindness and approachability that comforts a kindergarten student as much as a concerned parent or faculty member. The Headmaster must possess a genuine desire to work in the field of education, management, and the public arena as displayed through the day-to-day interactions with individuals and groups such as these.

### **About Union Academy**

Union Academy is a K-12 Charter School in Monroe, North Carolina. With a faculty of approximately 250 and enrollment of approximately 1950 students, Union Academy is the largest, one-campus-school in Union County. Union Academy is a Charter School that is founded on its dedication to college preparation and educating the whole child by providing challenging, high-quality instruction, strong character development in all of its students, and collaborative family and community involvement. High School graduates are required to complete 105 hours of community volunteerism. Parents are also asked to volunteer 60 hours of service directly to school activities, events, or general needs.

Monroe, NC is the county seat for Union County; the fastest growing county in North Carolina. Union County houses over 10 aerospace companies, a diverse and thriving agricultural community, multiple manufacturers, a large healthcare presence, and a growing technology sector. It enjoys one of the lowest property and sales tax rates in the state, thanks to a flourishing and aggressive economic development plan, and is home to some of the most desired living communities in the state.

To find out more about Union Academy, visit our webpage at [www.UnionAcademy.org](http://www.UnionAcademy.org)



### **How to Apply**

Union Academy is an Equal Opportunity Employer: Veterans and other diverse candidates are encouraged to apply.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or abilities required and does not represent an exhaustive list of requirements or responsibilities. Other duties may be assigned that are not listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A highly competitive compensation and benefits package (commensurate with qualifications and Experience), and relocation assistance will be provided to the successful candidate. Qualified candidates interested in this opportunity are invited to submit a resume and other supporting documentation by attachment and in WORD or PDF to:

BARRY ROWLAND  
Senior Search Consultant  
E-mail: [barry.rowland@carneysandoe.com](mailto:barry.rowland@carneysandoe.com)  
Tel: 416-656-6415