



PRODIGY PREPARATORY SCHOOL FOR BOYS

Headmaster Job Description Reports to: CEO

PURPOSE: The Headmaster's primary responsibility is to effectively lead the school by inspiring and overseeing the academic community, casting and developing the vision of Prodigy Prep, managing the business of the school and overseeing the development of the institution.

DUTIES AND RESPONSIBILITIES:

1. Develops, sustains refines and propagates the vision of Prodigy Prep to and with the CEO, to the administration, faculty, parents and students of the school by constantly reading, reviewing and pondering pertinent historical and current visions and models of academic, community and cultural excellence resulting in a school representing the fulfillment of its mission and vision. Communicates all necessary and pertinent adjustments to the CEO before implementation.
2. Oversees the implementation of the long term strategic planning of the school by advising the Board in these matters, reminding the Board of the school's goals and commitments resulting in the incarnation of the vision of the school.
3. Recruits teachers by developing a plan to attract great teachers (in conjunction with the Personnel Committee) and by executing that plan resulting in the excellent faculty being in place for Prodigy Prep.
4. Oversees the assignment, evaluation, training, encouragement, discipline and inspiration of the teaching staff through sound principles and by leading and developing academic community resulting in an



excellent faculty which is consistently growing and improving over time.

5. Ensure that student needs are met by working with faculty to determine students' needs and by making sure that policies are in place to meet those needs resulting in positive experience of learning for students.

6. Oversees student discipline by working with the Dean of Students and faculty by building relationships with students and parents resulting in students living lives that resemble the Five Performance Principles. Sustain the culture and viability of Prodigy Prep representing and being a model for the Five Performance Principles.

7. Monitors cultural trends in the school—correcting negative trends and inspiring positive cultural growth— by consistently being involved in the life of the school as an observer and participant resulting in a positive and supportive culture at Prodigy Prep.

8. Assists in developing curriculum choices and implementation by working with the Curriculum Committee as well as the faculty of the school to foresee needed curriculum, improve or replace deficient curriculum resulting in the use of the best curriculum available by Prodigy Prep.

9. Discovers best practices in the broader academic community and discusses these practices with the CEO and DCI implementing them at Prodigy Prep by interacting with other educational leaders and communities resulting in constantly improving practices at Prodigy Prep.

10. Direct the daily operation of Prodigy Prep by supervising the staff by coordination of activities by creation of clear lines of authority and by setting the tone for a quality college preparatory educational program resulting in a school that runs effortlessly.



11. Builds relationships with like-minded institutions to benefit the school—particularly the schools that serve male students, cooperating with and supporting these institutions resulting in a network of helpfulness among likeminded local and national institutions.
12. Maintains accurate personnel records by overseeing procedures and practices resulting in consistent and meaningful records being kept, ensuring that all state and federal reporting is completed and submitted before the actual due date.
13. Monitors the standards and policies of Prodigy Prep by consistently interacting with the staff, faculty, parents and students of the school resulting in the implementation and alteration of policies and practices of the school.
14. Oversees the creation of the yearly budget by working with the Finance Committee and the accountant to draft and revise the budget in March resulting in a school that is fiscally sound.
15. Reviews financial accounting by the CFO or Office Manager and the reports of the bookkeeper resulting in proper, timely and accurate financial accounting is made to the Board and the Finance Committee.
16. Oversees student recruitment by serving on the ad hoc marketing committee and by meeting with and attracting families to register their children at Prodigy Prep resulting in the growth of our student population regardless of waitlist or current enrollment.
17. Attend all Prodigy Prep Board Meetings and serves as an ex-officio member of the Board of Directors.
18. Perform all duties with honesty and integrity representing the Founder's original vision and mission.



19. Other responsibilities as required by the Founder/CEO and Board of Directors.