



HEAD of SCHOOL JOB DESCRIPTION

Hinkletown Mennonite School provides a Christ-centered education rooted in Biblical truth from an Anabaptist perspective. In partnership with parents, HMS equips students to grow spiritually, intellectually, and socially – cultivating Christ-like character to faithfully serve and advance God's kingdom.

QUALIFICATIONS

FAITH & CHARACTER

1. **Thriving Faith:** A vibrant relationship with Jesus Christ and strong commitment to the Church.
2. **Doctrine:** Aligns with the Confession of Faith in a Mennonite Perspective (1995) and the HMS Sexuality Statement (2022).
3. **Reputation & Credibility:** Consistently demonstrates Christ-like character traits in daily life, serving as a shining example of integrity, humility, resilience, and patience.

LEADERSHIP & EXECUTIVE CAPABILITY

4. **Proven Executive Experience:** Master's degree in education or a related field, instructional experience, and three years of school leadership or administrative experience.
5. **Christian School Fluency:** Articulate experience by combining a foundation in Christian education with a distinct Anabaptist focus on discipleship, community and peace-making.
6. **Decisive and Courageous:** Willingness to make difficult decisions.
7. **Visionary and Strategic:** Ability to develop and execute a multi-year strategic plan, and align the community and stakeholders around a shared vision.
8. **Relational Skills & Competencies:** Demonstrates servant leadership with strong organizational and problem-solving skills, navigates differences, and communicates clearly and effectively.

RESPONSIBILITIES

SPIRITUAL & MISSION LEADERSHIP

1. **Guard and Advance the Mission:** Ensure that every program, hire, and initiative is aligned with the HMS Vision and Mission.
2. **Model Spiritual Leadership:** Cultivate a culture of faith, prayer, and Biblical knowledge by personal example and relational investment with students, staff, and families.
3. **Oversee Biblical Integration:** Ensure development and implementation of HMS's philosophy of Christian education by integrating Biblical truth and Anabaptist values throughout the curriculum, Bible instruction, chapel and spiritual formation programs.

FACULTY LEADERSHIP & CULTURE

4. **Hire, Develop, and Hold Accountable:** Recruit and retain mission-aligned educators and staff; oversee all hiring, performance evaluation, professional development, and disciplinary decisions.

5. **Strengthen Faculty Culture:** Build an environment in which staff and faculty feel genuinely supported, appropriately compensated, and empowered to use their gifts to further the mission of the school— and in which underperformance is addressed promptly and with fairness.

ACADEMIC EXCELLENCE

6. **Academic Program:** Provide oversight and direction for all academic programs. Collaborate with faculty to develop, implement, and evaluate curriculum that integrates faith with a Christ-centered Anabaptist education.
7. **Maintain Accreditation:** Ensure HMS is compliant with applicable state and accreditation standards.

STRATEGY, OPERATIONS, ADVANCEMENT & FINANCE

8. **Board Collaboration:** Collaborate with the School Board to develop and implement strategic plans and continuous school improvement. Participate in board meetings and board retreats.
9. **Finance:** Oversee operations, budget, financial sustainability and financial planning in partnership with the CFO and Finance Committee.
10. **Enrollment:** Build, retain, and sustain a robust enrollment in partnership with the Director of Enrollment.
11. **Advancement:** Establish and cultivate donor relationships and oversee fundraising efforts in partnership with the Director of Advancement.

FAMILY & COMMUNITY ENGAGEMENT

12. **Build External Presence:** Represent HMS to area churches, community organizations, and peer schools — actively seeking relationships that strengthen the school's visibility and mission reach.
13. **Communicate with Constituencies:** Maintain regular, transparent, and accessible communication with students, families, faculty, staff, alumni, and the Board — including ownership of all official communications in matters of significance. Serve as a primary spokesperson and ambassador for the school's mission and vision.

SUPERVISION

14. **Goal Setting:** Set goals to guide the initiatives of the school for each school year—see that they are carried out.
15. **Self-Evaluation & Board Assessment:** Accountability and growth opportunities evaluated through participation in self evaluation and board-administrated assessment.

COMPENSATION & BENEFITS

- Salary to be Negotiated, Health Insurance, Retirement Plan, Tuition Discount
- Paid Time Off, Holidays, Professional Development, Spiritual Retreat

APPROVALS/SIGN & DATE

Employee: _____

Date: _____

Chair, Board of Trustees: _____

Date: _____