



Head of Logic/Rhetoric (L/R) School

Nature of Position

Work under and alongside the headmaster to supervise and provide administrative support for the L/R School academic program, mentor and support L/R teachers, and foster a culture of virtue and discipleship among the students in concert with the school's mission and vision.

Duties

- Foster a culture of virtue and discipleship and a love for learning and truth among the student body by:
 - handling the majority of discipline issues in the upper school by shepherding students' hearts through relationship-building, biblical counseling, accountability, enforcing consequences, and follow-through;
 - working closely with parents as a partner in reaching the minds and hearts of their children;
 - training teachers how to disciple effectively inside and outside of the classroom;
 - speaking regularly during morning assemblies and afternoon prayers; and
 - coordinating with the House director to implement activities that effectively train students how to become leaders.
- Mentor and support L/R School teachers by:
 - aiding with general L/R School teacher communication needs and problem-solving;
 - aiding the headmaster with the observation and formal evaluation process for L/R School teachers;
 - nurturing distinctly classical pedagogy in classrooms;
 - managing substitute teachers;
 - serving occasionally as a substitute teacher;
 - helping teachers develop unit plans for the school's curriculum guide; and
 - serving as a resource, coach, and example for L/R School teachers.
- Supervise the academic program of the L/R School by:
 - overseeing the implementation of academic policies in the L/R School, such as:
 - Homework load;
 - Tests and assignments;
 - Standardized testing;
 - Projects and special days;
 - Field trips; and
 - Math Mastery Program

- managing class scheduling, room usage, supplies, equipment, etc.; and
 - aiding in curriculum development.
- Provide administrative support for L/R School program by:
 - reviewing lesson plans weekly and report cards/progress reports on a trimester basis;
 - overseeing upper school admissions, including parent/student interviews, assessment testing, grade placements, and enrollment determinations;
 - participating in the interviewing/hiring process for new L/R School teachers;
 - communicating with extracurricular program sponsors and the athletic director to manage schedules, facility usage, related academic issues (e.g., academic probation), etc.;
 - assisting with book and supply ordering and distribution;
 - managing furniture, technology, and other classroom supply needs; and
 - overseeing student supply list updates.

Other

- The head of the L/R School should expect to teach at least one or two courses each trimester within an area of his or her expertise.