

## **JOB DESCRIPTION**

Harvester Christian Academy, Douglasville GA  
- HEADMASTER -

### ***PURPOSE***

The Headmaster is the chief employee and overseer of the school and works directly for the School Board.

### ***PHILOSOPHY***

HCA is a Christ-centered Covenant K4-12 School with 400 students. We are a ministry of Chapel Hill Presbyterian Church. Our purpose is to train minds to lead and hearts to serve. We are committed to academic and spiritual excellence, and we exist to serve church-involved families in West Georgia. We are ACSI and GAC accredited and are pursuing SACS accreditation. We are a GISA member.

### ***RESPONSIBILITIES***

1. Administration of the Board and Administrative policies of the school.
2. Develop and execute 1, 5, and 10 year plans and goals for the school.
3. Lead, develop, and evaluate Sr. Administrative Staff including High School Principal, Elementary Principal, Finance/Administrative Manager, Guidance Office, Athletic Director, and Marketing Director.
4. Oversee the development and evaluation of all Faculty.
5. Oversee the hiring and contracts for all employees.
6. Oversee the admittance process for all families.
7. Involvement and attendance at School Functions

### ***EXPERIENCE***

Our ideal candidate will have at least 5 years experience as a Principal or Headmaster in a school with 200+ and a High School, a Reformed worldview and be a member of a NAPARC or similar congregation.

### ***SALARY & BENEFITS***

Offering competitive compensation package including salary, health benefits, annuity, two weeks of vacation plus school holidays and a 60% tuition discount.

### ***JOB CONTACT***

Please send resumes to: [searchcommittee@harvesteracademy.com](mailto:searchcommittee@harvesteracademy.com)  
For more information visit us at: [www.harvesteracademy.com](http://www.harvesteracademy.com)