



**CHESTERTON ACADEMY**  
A CLASSICAL HIGH SCHOOL IN THE CATHOLIC TRADITION

## **DYNAMIC, JOYFUL & CONFIDENT HEADMASTER NEEDED!**

### **POSITION/JOB GOAL:**

As a response to the culture war and the constant attack on the Word of God and the Catholic Faith, Chesterton Academy of Our Lady of Guadalupe (CAOLOG) is working on raising a new generation of strong Catholic leaders and saints. Join this mission as the Headmaster. In this role you will provide leadership in administering the educational program for grades 9 through 12 according to the Chesterton Academy Classical Curriculum, act as a role model and lead the professional development of the staff. Together with the Board of Directors, the Headmaster leads the administrative team at CAOLOG. They share the responsibilities of nurturing and maintaining the mission and traditions of the school, as well as ensuring fidelity to the Magisterium of the Catholic Church.

### **ESSENTIAL FUNCTIONS:**

- Oversees adherence to the curriculum and school accreditation process, promotes academic excellence.
- Oversees faculty hiring and termination processes.
- Oversees student life and enforces discipline.
- Maintains open communication with parents.
- Is in charge of admissions for any new students.
- Serves as academic advisor, communicates with colleges, universities and other post-high school programs, and promotes vocational opportunities.
- Oversees other school operations that support learning.
- Reports to Board of Directors.
- Maintains a consultative, collaborative relationship with the Executive Director to meet school year's goals.
- Supervises faculty and other selected staff. • Supervises extra-curricular activities.

### **MINIMUM REQUIREMENTS/REQUIRED QUALIFICATIONS:**

- Professional Degree in Education/Liberal Arts/ Administration/Equivalent.
- Clear understanding of Classical Education principles.
- Minimum of three years of experience in Academic Administration.



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- Minimum of five years of teaching experience.
- Strong, faithful practicing Catholic.
- Strong leader that knows also to work as a team member.

### **PREFERRED QUALIFICATIONS:**

- Master's Degree
- Experience with Apostolate work.

**JOB TYPE:** Full time

**SALARY RANGE:** Commensurate with experience.

