

Mission-Directed Governance Board of Trustees/Head of School Roles

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The Board of Trustees

- protects and advances the mission statement, vision, core values, graduate characteristics, and nonnegotiables
- writes and sets policy, establishes a list of items that are to be brought directly to the board of trustees
- promotes mission-directed governance that focuses on the big picture
- functions and governs as a unit, a group of trustees focused on advancing the school
- completes work at the team and board of trustee level
- sets and communicates the strategic direction of the school, seeking measurement of initiatives and providing adequate time, funding, and people to fulfill the vision
- sets goals for each standing team and any possible task force
- learns from spotlight reports and makes decisions based on those reports
- adjusts the board of trustees policy manual as needed, governing through written policies, reviewing the board of trustees policy manual regularly
- evaluates its only employee, the head of school, providing accountability and authority, conducting the evaluation by following board procedures outlined in the board policy manual
- empowers the head of school to complete his/her work through task forces or other means
- redirects parent/constituent concerns and questions to the proper parties
- makes decisions based on the mission statement, board of trustees policy, and the strategic plan
- intentionally recruits trustees to fill vacant spots
- completes the following tasks at each board of trustees meeting: devotions, approving minutes, consent agenda, spotlight reports (periodically), standing committee questions, strategic plan assessment, prayer and praise
- evaluates programs through review of spotlight reports, the school improvement plan, and the strategic plan
- evaluates their work on a yearly basis
- fulfills the board code of ethics
- is led by the board of trustees president

Area	Board of Trustees	Head of School
Long-term goals (more than 1 year)	Approves	Recommends and provides input
Short-term goals (less than 1 year)	Monitors	Establishes and carries out
Day-to-day operations	Advises	Makes all management decisions

The Head of School

- leads the school in advancing the mission, overseeing all parts and operations, assigning authority to others as needed and organizing task forces
- completes tasks either directly or indirectly through assigning authority to others
- serves as the chief operating officer, chief executive officer, educational leader, and organizational leader
- provides the board of trustees with draft policy, procedures, and suggested directions for approval
- fulfills leadership goals and priorities established by the board of trustees
- is accountable to the board of trustees for every aspect of the school to ensure student learning and faith nurturing
- is a non-voting member of all standing teams
- provides information to the board of trustees through written/oral reports or through inviting faculty/staff to board of trustees meetings
- provides for the evaluation, supervision, support, and growth of all school employees
- carries out the strategic plan, the school improvement plan, and directives of the board of trustees
- operates the school in consistent alignment with school policies
- writes administrative policies and procedures to carry out the work of the school
- initiates visionary proposals and projects
- promotes accountability by establishing clear goals, criteria for measurement, and timelines
- serves as spokesperson for the school