



# Hillsdale Academy

VIRTUS ET SAPIENTIA

HILLSDALE COLLEGE

## Hillsdale Academy Assistant Headmaster

### Overview

Hillsdale Academy, in Hillsdale, MI, is searching for a full-time Assistant Headmaster to begin in the 2022-2023 school year. Hillsdale Academy is a private, classical Christian K-12 school located on the campus of Hillsdale College. Hillsdale Academy is a mature and vibrant school with a strong student, faculty, and staff culture. As part of Hillsdale College's commitment to American classical K-12 education, Hillsdale Academy serves as an exemplar and resource for classical schools nationwide. The Assistant Headmaster is a key part of the leadership team with primary responsibilities in curriculum and instruction, teacher coaching, general school operations, and other duties as assigned by the Headmaster. Salary will be competitive and based on level of education and experience. Hillsdale College is able to offer employees an attractive benefits package as well as a robust intellectual community and unique opportunities for professional development. More information about the school may be found at [academy.hillsdale.edu](https://academy.hillsdale.edu). Interested candidates should send a cover letter and resume as soon as possible to Mike Roberts at [mroberts@hillsdale.edu](mailto:mroberts@hillsdale.edu).

### Qualities and Characteristics

- A person of excellent moral character
- A love of learning and an ongoing personal pursuit of knowledge
- Pleasant, engaging, personable, and empathetic as he or she interacts with parents, community members, teachers, students, and others
- Well-organized and takes responsibility for assigned duties, carrying out his or her duties with humility and flexibility
- Desire to assist the college with K-12 outreach in American Classical Education

### Knowledge and Skills

- Bachelor's degree, preferably a Master's degree or higher; preferably some teaching/school administration experience
- Understanding of the mission of Hillsdale College and its philosophy, as well as educational practices and philosophies of the K-12 Initiative
- Understanding of the classical liberal arts, its roots in the Western tradition, and its historical presence in American education prior to the 20th century
- Ability to work with a broad range of teachers, grades, and content areas in a K-12 school
- Knowledge of best practices in pedagogy, curriculum, and culture, as well as the ability to teach well
- Self-starter who possesses excellent organizational skills
- Ability to coach teachers in principles of classical pedagogy
- Ability to lead and encourage students in their academic pursuits
- Ability to communicate effectively in both oral and written forms
- Ability to keep calm and remain personable under pressure
- Ability to maintain strict confidentiality



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## **Primary Duties and Responsibilities**

Assist the Headmaster in all aspects of the Academic program including but not limited to:

- Observing teachers and completing evaluations
- Coaching teachers on best pedagogical practices
- Curriculum development, scope and sequence, and K-12 alignment
- Scheduling of school activities
- Work with students on discipline issues
- Help plan and lead faculty meetings and professional development as requested
- Schedule academic courses and room assignments
- Oversee academic programs and clubs
- Work with counselor in organizing and scheduling standardized testing
- Assist in interviews and tours for prospective students and families and recruitment
- Monitor student behavior and dress throughout the school day
- Monitor student performance and meet with them as necessary
- Supervise students at off-campus and after-school events as needed
- Regular presence in the classroom
- Assist with general school operations
- Assist the college with K-12 outreach in American Classical Education
- Summer: end of year reports, prepare for new school year, attend summer conferences, and be available to current and prospective Academy families
- Perform Headmaster duties in his absence
- Potential teaching of one class per day
- Other duties assigned by Headmaster

## **Code of Commitment**

Be a good representative of Hillsdale College to promote the liberal arts, the College's original Articles of Association and operating principles stated in the Staff Code of Commitment. The Mission Statement should be considered in all aspects of the position. The teaching of Christian faith shall remain a conspicuous aim of the College.