

## **Job Description: Director, Scattergood Friends School**

The director is the chief administrative and personnel officer for the School. The director is an ex officio member of the School Committee and its subcommittees. The director will also work closely with the Consultation subcommittee (appointed by the School Committee) and the Scattergood Friends School Foundation trustees (appointed by Iowa Yearly Meeting Conservative).

### **Administration**

The director serves as the chief administrator of the school and is charged with day-to-day operation of the school. The director is responsible for the implementation of policies, either directly or by delegation, as developed in cooperation with the School Committee. She will provide brief written reports on the school at School Committee meetings and an annual review to the Yearly Meeting if requested to do so by the School Committee. She is also responsible for maintaining office organization conducive to carrying out the work of the school.

### **Personnel**

The director shall select, orient, and, when necessary, terminate personnel, consulting with the Human Resources Committee as appropriate. The director is responsible for supervising, or arranging for supervision of, all personnel employed by the school. It is also the responsibility of the director to arrange yearly evaluations of all personnel in accordance with policies adopted by the Academic and Human Resources Committees. It is the director's prerogative to define an approach to staff supervision compatible with the highly consultative, non-hierarchical approach favored by Friends.

### **Leadership**

As the person with the broadest responsibility, the director has the greatest opportunity to provide leadership at the school. She should be alert to opportunities, but equally important should also create a climate in which leadership may emerge from others. The director, working in cooperation with other personnel, establishes the overall spiritual atmosphere of the school. The spiritual qualities of the Scattergood program are intrinsic and must be nurtured. The director is likewise responsible for coordinating the various facets (academics, finances, spiritual life, personnel) of the Scattergood program in such a way that they complement each other. The director must maintain effective communication systems at all levels of involvement.

### **Academics**

The director is responsible for providing a sound education program at the school, including oversight of academic program development and with strong emphasis on meeting the need for ongoing staff development. The director is responsible that adequate student records are maintained and that confidentiality of those records is respected. The director must be knowledgeable of state education requirements as they apply to the school and regularly inform the Consultation Committee of the school's compliance with those requirements.

## **Finance**

The director, in cooperation with the Consultation Committee, is responsible for preparation of the annual budget for the school, assures that accurate and responsible accounting is maintained for all school funds, and sees that timely reports are made available to the Consultation Committee and the School Committee. Working with the business manager, the director will maintain adequate budget control and alert the Consultation Committee to any potential financial problems. The director also supervises the development and student recruitment operations in cooperation with the director of development and the director of admissions and assists in these operations when appropriate. The director is expected to lead the school in fundraising after financial goals are established. The School Committee and director may develop financial goals through the annual budget review process and long-range or strategic planning.

## **Student Life**

The director oversees the student selection process. It is the policy of the School Committee to recruit a diverse student body, and the director should be committed both to achieving and to maintaining such a student population. Retention of a strong student body is accomplished through well-conceived and well-implemented student supportive services (good advising and counseling programs, human-relations training for staff and students, multicultural programming). The director also oversees and sets the tone for the “parenting function” which the school provides to its students. It is extremely important that the director understand the special needs of adolescents.

## **Physical Plant Maintenance**

The director oversees the operation of the physical plant of the school, including the school farm. The director must be knowledgeable regarding all health and applicable safety and fire code requirements.

## **Community Life**

The school is a community, and the director is the primary motivator in building that community. This requires the ability to identify and to positively resolve conflict as it arises. The ability to facilitate cooperative decision-making is essential.

## **Public Relations**

The director oversees the interpretation of the program of the school to the larger public. The director will sometimes be called upon to write and speak about the school. She should also take care to cultivate good relationships in the local school community as well as in the larger academic arena.

## **Long-Range Planning**

Beyond overseeing the school’s current operations, the director provides leadership for the long-range planning process. Working closely with the School Committee, the director nurtures a vision of the school’s future and prepares for its long-term needs.