

Position Vacancy Headmaster, Starkville Academy

Starkville Academy is seeking an energetic and experienced individual to serve as Headmaster. Reporting to the Board of Directors, the Headmaster is the chief executive of Starkville Academy and is both a leader of and active participant in all aspects of this respected educational institution. Serving the city of Starkville and surrounding counties for over 35 years, Starkville Academy is accredited by the Southern Association of Colleges and Schools, the Southern Association of Independent Schools, and the Mississippi Private School Association. Starkville Academy provides a quality educational experience in a Christian environment for children from pre-K4 through 12th grade and challenges them to excel academically, physically, socially, and spiritually.

Characteristic Duties and Responsibilities:

- Acts as chief executive officer and exercises supervision over all affairs of the school.
- Develops and administers the annual operating budget and oversees all financial activities.
- Researches and prepares grant proposals and directs any fundraising activities of the school within Board guidelines.
- Ensures compliance with applicable federal, state, local, and institutional licensing and accreditation requirements, recommending and implementing changes as necessary.
- Directs development and updating of Student Handbook and associated policies and procedures, as needed.
- Communicates effectively with patrons, students, faculty, and staff, answering questions and promptly addressing concerns.
- Manages, directs, and fosters the development of all faculty and staff.
- Practices effective discipline in a professional and caring manner, ensuring an orderly and safe environment for all students and faculty.

Qualifications:

- Five years experience as director/administrator of a primary/secondary educational institution.
- Master's Degree with certification in education administration.
- Ability to relate to both children and adults of diverse cultures and backgrounds and communicate effectively.
- Proven record of fiscal integrity and management.
- Proven record of success in teacher recruitment, supervision and evaluation.
- Proven record of promoting the use of technology in the classroom and administration.
- Proven record of continuous curriculum evaluation and development.
- Skill in making sound judgments, in the exercise of tact and discretion, and in cultivating positive working relationships.
- Unimpeachable moral character and reputation.

Application Procedure:

- Candidates seeking consideration should mail or e-mail a resume along with the names, telephone numbers and e-mail addresses of three references to Charles E. Winfield, Headmaster Search Committee, Post Office Box 80281, Starkville, Mississippi 39759; e-mail: cwinfield@perrywinfield.com. Application deadline is **February 16, 2007.**