



Concordia Classical Academy - Headmaster Role Description

About Concordia

Concordia Classical Academy (CCA) is a two-day-per-week classical Christian cottage school in Northern Kentucky that seeks to work alongside homeschool families in educating their students. Ultimately, we pray that our students will use their education for the glory of Jesus Christ, the One in whom we all “live and move and have our being” (Acts 17:28). Concordia is a Classical Latin School Association member. The CLSA is an association of elementary and secondary schools working to promote the transmission of the culture of the Christian West through the Classical Core Curriculum. In 2024/2025, we enrolled 78 in grades K -11.

About the Headmaster Role

The ideal candidate is a champion of the classical education movement being able to speak confidently and competently on education for every student. He or she will lead the daily operations of the Academy with Christian grace and compassion, willing to sign CCA's Statement of Faith. Experience in a classical school or homeschool is preferred. Previous experience in school administration is a bonus but not required. This is a 1099 role with compensation ranging from \$40K - \$55K per year, commensurate with experience.

CCA is transitioning from a Founder serving as the Headmaster to a full-time Headmaster that reports to the Board of Directors. This is a wonderful opportunity to lead CCA into our next phase of growth and building. During this transition time, the new Headmaster will need to work closely with the Board to ensure the following roles and responsibilities are clear and carried out to the success of the Academy.

School Leadership

- Lead, guide, and communicate the expectation of CCA's culture to tutors and families rooted in traditional Christianity and classical methodology
- Maintain timely communication with parents, ensuring parents have a strong understanding of their expectations and responsibilities, including any disciplinary or academic support
- Work with parents and support staff to the needs of nontraditional learners.
- Guide tutors in classroom management

Academic Integrity

- Work closely with the Board to assess if the Upper School can and should transition to an a la carte model starting with the 2026/2027 school year. The Board will make the final decision.
- Work with the Board in curriculum planning and consult with tutors to determine curriculum effectiveness.
- Oversee academic integrity, preparedness, and mastery of students and tutors in the classroom

Enrollment

- Lead the annual enrollment planning for returning and new families.
- Lead recruitment efforts of new students/families
- In partnership with the Board, conduct family interviews before student acceptance.
- Coordinate new student assessment

Daily/Annual Operations Oversight

- Manage tutor retention, including tutor recruitment
- Provide and plan annual Memoria Press and CCA Tutor Training before the start of the school year.
- Evaluate, both informally and formally, tutor effectiveness.
- Manage the annual calendar, submitted to the Board for approval.
- The Board will manage all financials.
- Oversee building and property concerns, coordinating with the host church as necessary

Send resume and cover letter to hello@concordia.com.