

JOB DESCRIPTION

HOUSEMASTER **LINCOLN-SUDBURY REGIONAL HIGH SCHOOL**

Housemasters at Lincoln-Sudbury Regional High School essentially function as Principals for the students and families assigned to each House, roughly one third of the school population. The Housemaster's job, first and foremost, is to manage and oversee the educational welfare and progress of the students in his or her house, which includes seeing that they have appropriate schedules, meeting with families or teachers as necessary, dealing with behavioral or disciplinary issues, and overseeing and leading the House Team in its weekly meetings.

In addition, the Housemasters are part of the school's administrative team (referred to as "Managers" in their contractual agreement with the School Committee.) This team consists of Housemasters, the Athletic Director, the Director of Student Services, and the Coordinator of Scheduling and Curriculum. As such, they report directly to the Superintendent/Principal, and meet regularly with the entire team to discuss matters of policy and protocol; to consider building-wide management issues; to recommend new programs or approaches where needed; to participate actively in the hiring process; and to make recommendations about rehiring decisions.

Housemasters are responsible for various administrative tasks, which are divided equitably at the beginning of each year. These include, but are not limited to, assigning faculty duties, managing school-wide standardized tests, overseeing student parking.

Each Housemaster is the primary evaluator for approximately one quarter of the professional staff. The evaluation process is specified in the Agreement between the School Committee and the Teachers Association, and involves goal setting, classroom observations and write-ups, and yearly evaluations. Housemasters consult with the Administrative Team regarding status of teachers, and make recommendations to the Superintendent/Principal about hiring, rehiring, professional status, and possible reductions in force, if necessary.

As important as the evaluative role that Housemasters play is the role of supporting teachers in their professional efforts, which might involve assisting in the development of pedagogical strategies, dealing with challenging classroom issues, or advising on professional development initiatives.

Each Housemaster will act as an administrative liaison to two or more departments. This role involves working closely with, and assisting Department Coordinators in the management of departments, the oversight of curriculum, the development and allocation of the department's budget, and personnel issues. A part of this function is to provide appropriate building-wide perspectives to the Coordinators and Departments.

Housemasters are expected to work whatever time is necessary to fulfill the responsibilities of the position.