



JOB DESCRIPTION
(As of January 1, 2026)

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| Job title: | Superintendent |
| Department: | Administrative |
| Reports to: | Board |
| Supervises others? | Yes 4 to 5 |
| Location | Headquarters/School Building |
| Exempt / Non-Exempt | Exempt |
| Full-time/Part-time | Full -time |

- I. **PRIMARY PURPOSE OF THE JOB:** The purpose of the Superintendent position at Heritage Classical Academy (“HCA”) is to serve as the Chief Executive Officer of organization’s overall business operation and functions, and to implement HCA’s mission, vision, core virtues, education and business plan as outlined in its founding documents and board policies. This position requires a thorough knowledge and understanding of Texas Education Code. In additional, this position requires experience in the set-up operation, functions and implementation requirements of a start-up elementary school based in the State of Texas. As HCA uses a classical education model, therefore the person holding this position must have an understanding and working knowledge of the elements of a classical model as well as being supportive of overall processes.
- II. **JOB RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.
 - A. **ESSENTIAL RESPONSIBILITIES :**
 1. Leadership.
 - a) Implement HCA’s mission, vision, core virtues, education and business plan as outlined in our founding documents and board policies.
 - b) Accurately prepare and submit in a timely manner all reports required by the board, the Texas Education Agency, and other federal and state agencies and any records subpoenaed by a court of law.
 - c) Build a fundraising team and serve as its leader.
 - d) Actively engage and participate with the wider community in ways that uphold and advance HCA’s mission, vision, and goals.
 - e) Serve as liaison between HCA and the larger community, representing HCA to new and existing stakeholders.
 - f) Set a proper tone for a high-performing classical school.

2. Facilities and Faculty Management.
 - a) Maintain clearly defined job descriptions for all personnel.
 - b) Ensure compliance with all record retention requirements pertaining to personnel, school populations, and scholastic records.
 - c) Oversee the maintenance of accurate records of all financial accounts, business and property records, contracts, securities, documents, title papers, books of records, and other documents issued by or belonging to the school unless otherwise prescribed by law or the corporation's bylaws.
 - d) Establish procedures that create and maintain high quality facilities.
 - e) Establish and maintain effective inventory systems for all school property.
 - f) Assist the Board with strategic expansion.
3. Finances.
 - a) Annual Budget.
 - (1) Prepare and submit an annual budget to the Board for approval.
 - (2) Administer and manage the annual budget, while providing accurate monthly reports to the Board.
 - (3) Authorize expenditures in accordance with the annual budget.
 - (4) Ensure that the administration of educational programs and the operations of the school are in accordance with the approved annual budget.
 - b) Budget – Operations.
 - (1) Act as Supervisor for the business office.
 - (2) Assume a supervisory and directory role for the monetary obligations of the school.
 - (3) Review monthly the ordinary administration of the school and the implementation of the budgets.
 - (4) Sign checks on behalf of HCA.
 - (5) Negotiate and execute all contracts and agreements with prior Board approval if required by policy.
 - (6) Provide oversight and assistance as needed in the purchase of supplies, materials, fixed assets and services for the school in accordance with Board policy and federal and state regulations.
 - (7) Oversee and approve teacher agreements.
 - (8) Consult with the Board regarding unforeseen expenditures.
 - (9) Identify, develop, and implement budget mitigation plans for over-expense items during the year.
 - c) Instructional.
 - (1) Work closely with the Head of School to plan, implement, and assess the classical instructional program and the Texas Essential Knowledge and Skills (TEKS).
 - (2) Work closely with the Head of School to ensure that students, staff, the Board, and parents are inspired and confident in the school curriculum and in the expertise of the school leaders to present, to train, and to answer questions when they arise.
 - (3) Work closely with the Head of School to ensure that all academic components of the school's charter are achieved.

- (4) Responsible for student achievement on state assessments as well as Board chosen educational outcome goals.

d) Administrative.

- (1) Develop and/or refine operational procedures and practices in all functional areas, including academic, financial, personnel, regulatory, and facilities.
- (2) Responsible for school compliance with all federal and state laws and regulations, including our Charter School Performance framework and TEA accountability requirements.
- (3) Assist the Head of School as needed to recruit high performing, classically trained instructional faculty and staff for the school as needed.
- (4) Determine staffing needs and supervise, develop and evaluate the Head of School, Chief Financial Officer (CFO) and Chief Operations Officer (COO).
- (5) Select, oversee and manage contractors and consultants and their work performed to ensure proper execution of all agreements and timely delivery of services.
- (6) Report relevant personnel matters to the Board.
- (7) Develop and/or refine student and personnel handbooks containing school rules and regulations in keeping with the board policies and procedures.
- (8) Maintain knowledge of state charter school laws, city facility regulations, and any grant requirements from federal or philanthropic grants.
- (9) Produce all documents in a professional and business-like manner.
- (10) Support, defend, and honor HCA's culture and business practices at all times.

e) Board Relations.

- (1) Assist the board in identifying individual and team training needs and in arranging training opportunities.
- (2) Prepare board agendas and meeting materials in cooperation with the board president.
- (3) Attend and participate in all board meetings except closed meetings or executive sessions from which the superintendent is excluded.
- (4) Keep the board continuously informed on issues, needs, and operations of HCA.
- (5) Recommend policies to the board for adoption and oversee the implementation of adopted policies.
- (6) Exercise discretion and judgment in matters not covered by board policy.
- (7) Interpret board policies to the staff and community and implement them accordingly.
- (8) Communicate with HCA's attorney on matters in litigation or matters potentially in litigation except as otherwise directed by the board.

B. NON-ESSENTIAL: (Duties of the job that could easily be transferred to another employee without affecting the overall operation of the school.)

1. Attend meetings as need that do not directly affect the area of responsibilities.
2. Perform other duties as assigned.

III. **JOB REQUIREMENTS:**

A. **KNOWLEDGE:**

1. Thorough working knowledge of the business concepts and inner workings of a Texas based school.
2. General working knowledge of the accounting and financial functions according to the Texas law.
3. Awareness and general understanding of the human resource functions and requirements needed to effectively oversee and manage a school environment.
4. Coordination of all of the elements of a diverse management team to foster a cohesive working environment where all ideas and inputs are melded together to effectively achieve commonly agreed upon goals.
5. Professional written and verbal communication skills such that all internal and external correspondences and reports convey the school's overall condition in an accurate manner and comply with the HCA's reputation as a world-class school.
6. Ability to analyze situations using all the information and data available to ensure decisions are made that are always legal and in the best interest of all concerned, while protecting the school's business interest, assets, reputation, and position in the community as a world-class school.

B. **SKILLS / ABILITIES:**

1. Required:
 - a) Excellent written and oral communication skills.
 - b) Ability to multitask.
 - c) Ability to be a self-starter.
 - d) Excellent leadership and team-building skills.
 - e) Ability to lead by example.
 - f) Enthusiastic about classical education.
 - g) Passionate about children and education.
2. Preferred:
 - a) All the above plus the ability to work well under pressure and within timeframes and deadlines.

IV. **RELATED WORK EXPERIENCE:**

- A. Required: Minimum two years teaching experience working in a classroom environment plus a minimum three years working in a Texas based school in an administrative position with oversight and leadership requirements.
- B. Preferred: Four or more years teaching experience working in a *classical* classroom environment plus four or more years working in a Texas based school in an administrative position with oversight and leadership requirements.

V. **EQUIPMENT / COMPUTER PROGRAMS:**

- A. Required: Working knowledge of Microsoft's Office suite of products, including Word, Excel, Outlook, and PowerPoint; QuickBooks or similar accounting and financial reporting software; electronic meeting software like Microsoft Teams or Zoom; and equipment such as laptop computers, tablets, smart phones, as well as classroom and conference room audio/visual projectors and equipment.
- B. Preferred: All of the above plus Texas Education Agency required systems.

VI. EDUCATION:

- A. Required: Four-year college degree or equivalent.
- B. Preferred: Four-year college degree or equivalent in education, plus a master's degree in an education or administrative field.

VII. WORK SCHEDULE / TRAVEL REQUIREMENTS:

- A. Work Schedule: It is a salaried, exempt position with a 12-month work schedule. During the school year the Superintendent is expected to be available for school opening each morning and thru school closing.
- B. Travel: To and from vendors/outside service providers, school and education industry related functions and events. needed.

VIII. PHYSICAL REQUIREMENTS OF THE JOB: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to: sit, stand to present information to a classroom or audience, bend and stoop to address young children face-to-face, reach with hands and arms, help children in and out of cars, speak and hear, regularly lift or move 25 pounds or more. The employee frequently is required to attend and conduct meetings.

IX. WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of the job, the employee typically works in a climate-controlled office environment with low to moderate noise levels. On occasion the employee will be expected to accompany students, parents, staff, and/or other stakeholders outside on the playground or sports fields.

DISCLAIMER: Nothing in the job description restricts the Board's right to assign or reassign duties and responsibilities as needed for the best interest of HCA.

Applicant acknowledgment:

(Applicant printed legal name)

(Applicant signature)

(Date)

For further information and to submit your application, please email the Board Chairman at:

Stuart D. Saunders, Chairman
Stuart.saunders@heritageed.org

Applicants should submit the following:

- A. Cover letter stating why you are interested in the job, and why your skills, knowledge, and experience are a good match for the job.
- B. Resumé
- C. Written philosophy of education.
- D. At least three references with contact information including email addresses.

Selected candidates should expect to participate in a least two interviews. One by the current Interim Superintendent and a second by the Board. In addition, the candidate may be asked to participate in additional interviews or to teach a “mock” lesson to the Board and/or the Head of School, or to make a presentation to the Board on what is a classical education and why parents should choose classical education for their children.

Applicants may be asked to submit additional information such as work or educational verification, credit reports, samples of work product, etc.

The Board seeks to select a Superintendent as soon as possible. The application deadline is April 30, 2026.

Heritage Classical Academy is an equal opportunity employer. The organization is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The board commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, age, sex, national origin, or disability. All decisions regarding employment shall comply with applicable state and federal laws.