



## The Master's Study

### Program Director Job Description

**Job Title:** Program Director

**Role Description:** It is the job of The Master's Study ("TMS") Program Director ("PD") to maintain, support, and promote the Mission, Vision, and Core Values of TMS among faculty, students, and TMS families. Among other responsibilities, this includes creating and facilitating a Christ-centered community of grace, joy, and personal development in a classically developed/structured homeschool tutelage environment.

**Compensation:** Part-time, hourly position

**Anticipated Hours Worked:** Average of 18-20 hours / week, in addition to school day hours, with increased hours during first-of-year, recruitment, and special event seasons

#### Skill Set

- Strong leadership experience and skills
- Excellent organizational and oral and written communication skills
- Relationship building across and beyond TMS

#### Attributes

- Christ-follower
- Recognition and understanding of the Classical model of education
- Commitment to TMS' Christian, Classical, homeschool tutelage model of education

#### Role Specific Expectations (including, but not limited to)

- Provide staff development in Christian education, Classical education, and the homeschool tutelage model
- Support parents in Christian education, Classical education, and the homeschool model
- Foster a Christlike spirit among students and staff
- Work with broader TMS leadership structure regarding curriculum and operations, including budget and policy
- Oversee heads of school direct reports
- Report to TMS board regarding program oversight and development
- Develop relationships beyond TMS that would support the TMS Mission, Vision, and Core Values
- Promote TMS for the purpose of student and staff recruitment
- Oversee staffing needs and compensation
- Serve as the face of TMS at official TMS and other functions

To formally express your interest in this position, please contact The Master's Study Board of Directors at [board@themastersstudy.org](mailto:board@themastersstudy.org). Thank you for your prayerful consideration.