

Administration**Head of School**

The Head of School is the chief executive officer of The Woodstock Academy.

The Head of School is responsible to present to the Board of Trustees on policy and planning issues and advise the Board of recommended changes and actions to take under consideration. The Head of School shall prepare and submit to the Board recommendations relative to all matters requiring Board action and shall provide the Board with such necessary and helpful information and reports that may assist the Board in making informed decisions.

The Head of School or his/her designee shall attend all meetings and/or subcommittee meetings of the Board of Trustees and shall participate in all Board deliberations, except when matters relating to his/her own employment are under consideration.

The Board of Trustees shall develop and maintain a job description for the Head of School that shall be reviewed upon the negotiation of a contract or renewal of a contract.

The Woodstock Academy Board of Trustees will elect and fix the term of office and salary of the Head of School.

At the request of the Head of School, the Trustees shall provide a written contract of employment that includes salary, benefits, and term of office for the Head of School.

Each year, the Trustees will evaluate the Head of School in accordance with the job description and other criteria mutually determined and agreed upon by both the Trustees and the Head of School.

Policy Adopted: August 25, 1992
Policy Updated: October 21, 2014
Updated: February 21, 2023

The Woodstock Academy
Woodstock, Connecticut