

**FAIRFIELD PUBLIC SCHOOLS**  
Fairfield, Connecticut

- I. JOB TITLE: Housemaster
- II. CERTIFICATION/QUALIFICATIONS: Intermediate administrative certification, five years of successful teaching on the secondary level. Some administrative, supervisory, or leadership experience is required.
- III. WORK YEAR: 12 months (225 days)
- IV. REPORTS TO: Headmaster
- V. JOB GOALS:
  - A. Supervises the implementation of the instructional program within the House.
  - B. Supports and evaluates the effectiveness of the staff within the House.
  - C. Plans and implements a program of operation and administration of the House.
  - D. Plans and implements a program of student direction and control within the House and school.
  - E. Assists in the planning and implementing of school-wide programs and policies, i.e. curriculum, guidance, budget, PPT, Independent Study Program, Advisory Council, Credit Review Board, master schedule, teachers' assignments, parent programs, etc.
  - F. Plans, organizes and conducts House meetings and in-service programs for staff.
  - G. Plans activities involving students, parents and teachers.
- VI. MAJOR RESPONSIBILITIES: Maintains a continuous program of administration and supervision that promotes and develops effective teaching and positive staff and student attitudes within the House.
  - A. Administration
    - 1. Plans and directs the details of running the House, i.e. House assemblies, pupil attendance, school crises, communications with

parents, evening activities, substitutes, inventory control, supplies, record keeping, House equipment, etc.

2. Promotes and maintains positive pupil control within the House in consultation with the Dean.
3. Serves on system-wide and/or school-wide committees.
4. Coordinates the student teaching and intern programs within the House.
5. Maintains general maintenance of the House.
6. Plans, calls and conducts regular building Planning and Placement Team meetings.

B. Personnel

1. Staff Development
  - a. Develops and maintains a planned program of supervision and evaluation that is designed to promote professional growth of the House staff: i.e., classroom observations, goal-setting, conferences, in-service programs, school visitations, enrollment in university programs, etc.
  - b. Encourages staff participation in curriculum development in workshops, inter-department projects and summer curriculum work.
  - c. Participates in new teacher selection.
2. Supervision and Evaluation
  - a. Develops and maintains a planned program of classroom visitations and teacher conferences.
  - b. Supervises and evaluates certified and non-certified staff within the House.
  - c. Works with the Curriculum Administrator and Secondary Curriculum Leaders in the area of curriculum implementation and assessment.

- d. Supervises and evaluates the House counseling staff in consultation with the High School Administrator for Pupil Services & Guidance.
- e. Evaluates substitutes and student teachers.
- f. Provides supervisory reports and evaluations to the Headmaster.

C. Guidance

- 1. Assists the High School Administrator for Pupil Services & Guidance in the development of the Guidance Program.
- 2. Administers the Guidance Program within the House, conducts periodic house meetings, oversees the monitoring of student records, interprets school policy, etc.

D. Curriculum

- 1. Participates in curriculum development and assessment, and in the implementation of new programs, i.e. serves on building curriculum development committee, evaluation committee, etc.
- 2. Assists the Curriculum Administrator, Secondary Curriculum Leaders, teachers and departments in the development of courses and programs.
- 3. Attends system-wide or school-wide department meetings.
- 4. Maintains a supervisory program that supports curriculum implementation.

E. Miscellaneous

- 1. Demonstrates through professional growth an interest in educational concerns.
- 2. Maintains the ethics of the profession.

cs  
4/78  
Revised 12/94  
Revised 3/01  
Revised 8/04  
Revised 6/07