



Sweetwater Episcopal Academy Seeks Head of School

—Job Description—

Sweetwater Episcopal Academy is seeking a Head of School to provide academic vision, spiritual energy, internal and external communication, and management expertise as it continues to develop and mature as a significant educational institution.

Sweetwater Episcopal Academy's (SEA) mission is to deliver academic and enrichment excellence in a loving environment guided by Christian values. Located on a 10-acre campus nestled on the beautiful shores of Lake Brantley in Longwood, FL, SEA uses the campus and outdoor areas to enrich the classroom learning experience for students grades K4 to 8. SEA is a family, with buddy readers and mentoring relationships built across grade levels, creating a supportive environment for our students.

For questions about the position, to apply or recommend a candidate, please send information to search@sweetwaterepiscopal.org.

Responsibilities

The Head of School will have overall responsibility and authority for carrying out the mission of SEA and overseeing the day-to-day operations. The successful candidate will communicate with the School's internal and external constituencies and will provide leadership and vision as SEA builds on its present strengths and embraces the future. Specific duties will include the following:

- Continuing SEA's student-centered, individualized, and nurturing learning environment in which students, parents, and teachers collaborate and share responsibility for a young person's intellectual, social, and spiritual development.
- Building on SEA's strengths and the aspects of the Academy that differentiate us from other independent schools in Central Florida, including the Kind Zone campus on Lake Brantley and our teaching methods.
- Working closely with the Board on its strategic plan and identifying other, as yet undiscovered, opportunities to enhance and improve the quality of the SEA experience.
- Guiding educational policy and continuing to evaluate SEA's academic, arts, and athletic offerings in order to maintain the School's high level of excellence.
- Identifying, recruiting, mentoring, retaining, and otherwise supporting exceptional faculty and staff.
- Managing the School on a day-to-day basis by empowering faculty and staff through delegation of responsibility and authority while retaining accountability.

- Assuring that administrative policies and structures effectively support the educational mission of the School.
- Communicating the School's mission both internally and to the broader Central Florida community in order to build enrollment and to work closely with a Director of Development to raise the operating, capital, and endowment funds necessary for the continued sustenance of the organization.
- Serving as the public face of the School and faithfully representing its academic, spiritual, and communal values.
- Promoting diversity among students, faculty, and administrative staff.

Successful Candidate Qualities and Experiences

SEA's next Head of School will exhibit the following qualities and be able to cite examples from previous work, personal or volunteer experiences that illuminate those traits:

Provide Visible, Inspiring Leadership

- Engages as a positive presence in the life of the School.
- Embodies and reflects a strong moral character, a passion for academic excellence, and respect for others in all aspects of their life.
- Exhibits comfort with matters of religious faith and spirituality in a school dedicated to the values of the Judeo-Christian tradition and the Episcopal Church.
- Participates with fellow Heads of Central Florida Episcopal Schools.
- Combines a serious and mature focus on achieving the School's goals with a youthful sense of wonder and enthusiasm.
- Leads by example and promotes a professional management style of fairness and transparency.
- Challenges conventional thinking, innovates and enjoys taking appropriate risks.

Vision

- Creates, communicates and leads SEA with the view of a realistic, credible, attractive future for the School.
- Integrates faith and the values and traditions of SEA into both life and career, making them relevant to modern life.

Passion for Educating Children

- Has significant experience as a teacher and senior administrator in an independent or public school, including lower or middle school experience with a growing institution.
- Projects warmth and a genuine love for children, based on a profound sense of vocation and a passion for education.

Conflict Management

- Actively listens and discerns between multiple sides of a discussion and builds consensus.

Curriculum Development

- Oversees and coordinates curricula that emphasize lifelong learning skills and foster intellectual curiosity.
- Demonstrates expertise in early childhood curriculum development, program creation, and integrating technology into the classroom.
- Has experience in maintaining and expanding accreditation standards.
- Possesses an entrepreneurial philosophy.

Operational Excellence

- Demonstrates experience in marketing, public relations, and fundraising.
- Shows a strong history of organizational and decision-making skills.
- Exhibits a solid background in budgeting and financial management.

Communication

- Has exceptional communication and presentation skills in both one-on-one situations and large group settings.
- Approaches work with a positive outlook and is energized and invigorated by the vitality of the School.
- Projects an upbeat and encouraging manner, and has a good sense of humor.

Recruiting and Enrollment

- Shows proven experience in leading a complex organization, working with parents, teachers, staff and volunteers to promote the School.
- Leads the recruiting and enrollment efforts in concert with established strategies and goals.

Performance Management

- Recognizes, attracts, hires, mentors, and supports gifted and diverse teachers who foster knowledge, love of learning, self-confidence, and self-esteem.
- Evaluates teachers through formal and informal quarterly evaluations and constructive feedback.

Team Building

- Forges relationships with a variety of constituencies in order to develop a sense of trust, mutual respect, and support.

Other Considerations

Location

Longwood, Florida: Just 10 miles north of Orlando, and only 45 minutes from beautiful, Florida beaches, Longwood has a population of approximately 14,000 in a metropolitan area that numbers well over two million people. More than one person has described Central Florida as “one of America’s best kept secrets.” Over the past several decades, both private and public funding have revitalized the community, with tourism (Disney World, Universal Studios, Legoland, and SeaWorld) as the primary industry. The redevelopment also spurred artistic and cultural amenities such as the Amway Center (home of the Orlando Magic, Solar Bears, and Predators) and the new Dr. Phillips Performing Arts Center. In addition to its beautiful physical surroundings and numerous lifestyle amenities, Central Florida has a friendly atmosphere, a moderate cost of living, and a strong sense of philanthropy and giving back to the community. In addition, the Central Florida area is host to two of the finest schools in the Southeast, University of Central Florida and Rollins College.

Compensation

Competitive with comparable schools in the region.

Reporting

The Head of School reports to the Board and Rector, with the Board providing strategic direction and developing school policies to be carried out by the Head of School. The Rector provides guidance to the Head of School on day-to-day matters. The President of the Board, with input from the Rector, performs an annual review of the Head of School.

Accreditations and Affiliations

- Florida Council of Independent Schools
- National Association of Episcopal Schools

Travel Requirements

Light

Education

Bachelor's degree required. Master's degree in Education or Curriculum and Instruction preferred.

Website

www.sweetwaterepiscopal.org