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**Title:** Head of School  
**Classification:** Salary; Exempt

**Status:** Full-time; 12 months  
**Reports to:** Board of Trustees

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### JOB SUMMARY

The Head of School is a full-time year round administrative position and reports directly to the Board of Trustees. Major responsibility of the position is to pursue the vision and execute the stated mission of the school, manage faculty and staff, and ensure the financial health of the institution. [View Head of School position statement](#)

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

- Work in partnership with the board of trustees to manifest and refine the school's mission and strategic future; articulate that mission to all constituencies, including students, faculty and staff, parents, alumni/ae, and the broader community; and embody and represent the mission of the school with all constituencies
  - Carry out and review established school policies with the board of trustees; serve as a liaison to the board of trustees, keeping them informed on all aspects of the school's operation; represent the board to the faculty, staff, students, parents, and other constituencies
  - Provide leadership in shaping the school's programs (academic, athletic, and other extracurricular offerings)
  - Have direct supervision over and responsibly provide direction to administration and faculty to ensure that school policies are followed
  - Be responsible for attracting, selecting, hiring, retaining, developing, and evaluating properly qualified faculty and staff, as well as terminating personnel when needed
  - Supervise the financial management, maintenance of the physical plant, strategic planning, and fund-raising efforts of the school
  - Maintain school culture and quality of life, provide a safe environment for learning
  - Ensure that every element of school life reflects the principles of equity, justice, and the dignity of each individual
  - Understand educational trends and the local and regional educational landscape
  - Communicate effectively with all constituencies, including students, faculty and staff, parents, and alumni/ae
  - Represent with integrity his or her role within the broader network of schools and the community
  - Abide by principles of good practice in all school operations – particularly admission, marketing, faculty recruitment, and fund raising
  - Promote the school's statement of mission and philosophy
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attends Staff Development Meetings as needed
  - Attends Administrative Team Meetings
  - Attends School Functions
  - Attends Board Meetings
  - Attends Conferences
  - College Campus Visits
  - Attends Chapel/gives monthly Homily
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### SUPERVISORY RESPONSIBILITIES

Supervises, evaluates and directs the work of the Assistant to Executive Leadership, Associate Head of School, Chief Financial Officer, Director of Development, Athletic Director, Director of Inclusion & Belonging. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

### Education and Experience:

- A bachelor's degree; master's or doctorate degree preferred
- Proven success in a senior administrative role
- Successful teaching experience and demonstrated leadership qualities

### Job Knowledge, Skills, and Abilities:

- Commitment to academic goals of students and the mission and philosophy of the school
- Proven success as an educator in independent schools
- Administrative experience, including collaborative work with parents and teachers
- Emotional intelligence
- Excellent communication skills, both written and oral
- Proven organization and management skills
- A collaborative leadership style
- Courage to make difficult and/or unpopular decisions when needed
- Capable of building 'team' morale and a shared vision
- Adept at conflict resolution
- Good listening skills
- A strong work ethic
- A sense of humor
- Tact in dealing with people at all levels
- Must be able to meet physical requirements of the position

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## WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

*These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.*

### Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

### Physical Requirements:

- Seeing
- Color Perception
- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 - 40 pounds

- Lifting 0 - 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 - 40 pounds
- Carrying 0 - 75 pounds

### Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making - Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

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*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*

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March 2022