



MOUNT DORA CHRISTIAN ACADEMY

— Est 1945 —

OPEN POSITION: HEAD OF SCHOOL

Direct Reports: Secondary principal, elementary principal, preschool director, director of athletics, director of enrollment management, director of public relations, school nurses, director of information technology, director of school security, food services supervisor

Head of School Reports to President

Job Description

Academics

- Serve as a member of the Executive Leadership Team (ELT)
- Ensure a comprehensive and cohesive curriculum across all levels of the school, aligned to appropriate standards, and biblically integrated
- Maintain school data storage
- Regularly analyze data to monitor progress and plan for improvement
- Oversee the selection of the Student Information System and Learning Management System
- Ensure all applicable laws and accreditation standards are upheld in the issuance of grades, transcripts, and diplomas
- Maintain good relationships with colleges and universities and oversee all articulation agreements
- Recruit and hire qualified school faculty and staff
- Ensure an effective and efficient integration process for new teachers and mentoring for inexperienced teachers
- Oversee the evaluation of faculty and school staff
- Research and identify appropriate professional development opportunities to provide for faculty training and growth
- Monitor teacher credentialing
- Direct all activities related to the accreditation process (Cognia, NCSA, FCIS)
- Oversee and implement a robust School Improvement Plan
- Oversee the structure and deliverance of student support services
- Communicate regularly with all stakeholders
- Engage community partners in the academic programs of the school
- Oversee the school travel program
- Ensure the appearance of the school and all within is conducive to learning and reflects a commitment to professionalism
- Work with the executive board of the Patron-Teacher Association

QUALIFICATIONS:

Masters Degree in Education, Educational Leadership, or a similar field

Experience in Christian Education is preferred.

Member of the Church of Christ

Must submit to a background check

Please apply by submitting a resume, cover letter, and three references to:

Mount Dora Christian Academy
301 W. 13th Ave.
Mount Dora, FL 32757
Attn: Brooke Adams,
Director of Human Resources

or

brooke.adams@mdcacademy.org

OPEN POSITION: HEAD OF SCHOOL

Enrollment Management

- Oversee and serve as a part of the Admissions Committee
- Provide input on the annual tuition structure including financial aid and scholarship programs
- Take a visible role in student recruitment and retention efforts
- Collect, manage, and distribute enrollment data

Marketing

- Work closely with the director of public relations to market the school to prospective families
- Work closely with the director of public relations to market the school to current families in the interest of retention
- Oversee the planning and execution of special events

Support Services

- Oversee student academic support services
- Oversee student services related to social and emotional needs
- Oversee student college and career planning
- Oversee the media center and associated services

Athletics

- Ensure adequate resources are available to sustain a robust, competitive athletic program while working within the budget
- Support the director of athletics with adequate coverage for athletic contests
- Support the director of athletics to train and hold accountable all coaches and athletes
- Visibly support and encourage athletic events

Information Technology

- Oversee the technology plan
- Support the director of information technology to secure needed resources while working within the budget

School Health Services

- Support the school nurses to ensure all health services are provided in a way that is in conformity with all state and local regulations
- Support the school nurses to secure resources while working within the budget
- Ensure sufficient AED devices are placed throughout the campus and operable

Food Services

- Support the food services supervisor to ensure adequate, appealing, and nutritious meals are available to students, faculty, and staff daily
- Support the food services supervisor to secure resources while working within the budget

School Security

- Act as the point of contact for maintaining the Raptor Alert app
- Ensure sufficient emergency drills are conducted in accordance with state and local laws
- Oversee the emergency reunification plan
- Support the director of security to secure resources while working within the budget
- Stay abreast of current research and legislation related to student safety
- Oversee the school Incident Management Plan