

Head of School

Job Description

The Head of School of Isle of Wight Academy embodies the mission of the school put forth by the Board of Directors. S/He is the educational and administrative leader with the responsibility for the students, faculty, programs, and parental relationships. The Head is the chief operating officer reporting directly to the Board of Directors. In addition, the Head is the lead spokesperson for the school with the direction of the Board of Directors with all constituencies. The Head of School may delegate pieces of the work, but s/he is responsible for all of the following: board relations, curriculum and instruction, student life, admissions, business affairs, and advancement.

Board Relations

- Keeps the Board of Directors informed of all matters relating to the school through reports at board meetings. S/He will also inform the Board of Directors immediately following major school events.
- Makes recommendations to the Board of Directors for approval of operating and capital budgets.
- Seeks direction from the Board on new programs or initiatives.
- Assists the Board President with setting agendas for all board or committee meetings.
- Jointly with the Board sets goals for his/her performance and provides documentation for the evaluation.
- Is responsible for the compilation of Board records and minutes.
- Other duties as assigned by the Board.

Curriculum and Instruction

- Upholds the academic and ethical standards of Isle of Wight Academy
- The Head of School is responsible for all hiring, supervision, evaluation and dismissal of all administrators, faculty, athletic personnel and support staff.
- Fosters professionalism and ethical conduct in the faculty.

- Provides for the professional development of the faculty
- Supervises the selection of curricula, student and teacher schedules, graduation requirements, and all activities of the academic program.
- Other duties as needed for the successful application of the curriculum and instruction program of Isle of Wight Academy

Operational Duties

- Manages the operation of the school on a day to day basis
- Maintains a comprehensive calendar of school events and ensures the school community is informed of the various programs and events
- Oversees the co-curricular and extra-curricular activity programs including the planning and deliverance of assemblies, award programs, and athletic contests as well as the hiring and dismissal of athletic directors and coaches.
- Reviewing and implementing the appropriate health, safety, and security plans for the school.
- Overseeing the disciplinary program of Isle of Wight Academy, including supporting the grievance policies in accordance with the employee, parent, and student handbooks.
- Planning, in conjunction with the Board of Directors, for the physical needs of the campus.
- Overseeing the maintenance and cleaning of the buildings, grounds, and all plant operations including buses, grounds, etc.
- Is responsible for all teachers and support staff; cafeteria, athletics, maintenance, office etc.

Other Duties as Needed

- Teach(es) a class(es) as needed
- Participates in fundraisers or development initiatives
- Actively participates in Admissions initiatives or drives
- Is visible and engaged with student life and all activities of campus
- Other duties as assigned by the Board of Directors

To apply please send the following:

- Cover letter indicating the candidate's interest
- CV or resume
- Statement of educational philosophy
- Personal statement on your leadership style and philosophy
- 3-5 references

to Mark Munford (markmunford@iwacademy.com) or

Michael King (mking@cvinternational.com)

Qualifications

- Master's degree in education field or school administration/leadership
- 5-10 years of experience (includes teaching) in an educational setting
- Experience as an educational leader
- Proven success working collaboratively in education

Skills would include:

- Strong written and oral communication skills
- Outstanding leadership skills
- Excellent organizational and presentation skills
- Enthusiasm and integrity for private school education
- Ability to inspire others and set forth clear priorities