

Whitefield Academy Job Description

Interim Head of School

Job Title: Interim Head of School
Position Type: Administration, Exempt, Full-time, 2021/2022 Academic Year
Reports to: School Board

Whitefield Academy is a classical Christian School for Pre-Kindergarten – 12th grade. We are a nondenominational, private, day school accredited by the Association of Classical Christian Schools (ACCS).

School Mission: Our mission is to train our students to be Christ-focused critical thinkers, clear communicators, and compassionate leaders in an environment of classical academic excellence.

School Values: Christ honoring, Classical ed, collaboration/partnership, whole person, excellence, continuous improvement

Vision: to be recognized as the leading Christian school in the Kansas City area, preparing students for a love of learning and service to the glory of God.

Position Overview

The Interim Head of School is the only employee of the Board Trustees of Whitefield Academy and will steward the school by overseeing the academic community, continuing the vision, mission, and operating policies of the academy, managing daily operations, supervising faculty and staff, and fostering community among staff, teachers, and families. The Head of School leads the school in collaboration with the Dean of Students, Assistant Head of School, and the Upper and Lower School Head Teachers. The Head of School performs and/or directs all other duties as, from time to time, may be assigned by the Board.

Spiritual Qualifications

- Public profession of belief in Jesus Christ and a lifestyle that reflects maturity and intimacy with God
- An authentic and growing relationship with Jesus Christ as evidenced by a strong, clear personal testimony
- In agreement with the school's "Statement of Faith," "Affirmations of Faith and Practice," and "Statement on Marriage, Sexuality, and Gender Identity"
- Approachable, humble and self-effacing
- Steeped in moral purpose, moral clarity, moral conviction, and integrity, is a supremely ethical person
- Servant-leader whose conduct exemplifies Biblical principles, especially the fruit of the spirit, and love as exhibited in 1 Corinthians 13
- A genuine excitement and passion about Christian leadership
- A desire to support and encourage faculty and staff in their own Christian leadership capabilities

Professional Qualifications

- Possess at least a bachelor's degree
- Experience in educational administration, ministry, or Christian leadership
- Experience in classical Christian school administration is desirable, but not required
- Demonstrated supervisory leadership

Personal and General Qualifications

- Ability to create a team environment and to lead effectively in that environment
- Ability to mentor other leaders, build teams, and create a supportive work environment
- An inclusive decision-maker when confronted with challenging issues and concerns
- Enthusiasm for, appreciation of, and commitment to the school's mission
- Proven strength in interpersonal skills and human resource management
- Ability to meet people easily and cordially; comfortable with people representing diverse backgrounds
- A professional demeanor with an ability to develop appropriate relationships with parents, staff, and community

Whitefield Academy Job Description Interim Head of School

- A healthy level of self-confidence combined with Biblical humility
- Ability to think strategically and to analyze complex situations
- Ability to solve problems by engaging appropriate parties in the development and implementation of solutions
- Ability to extend beyond philosophy and theory to implement practical application
- Proficient with basic office technology including Word and Google Docs
- Strong communication skills (verbal and written)
- Willingness and ability to learn quickly as needed
- Possess emotional and social intelligence
- Understands and appreciates children and youth

Core Competencies

I. Overall Responsibilities

- Promotes the vision and mission of the school
- Supportive of classical Christian Education
- Being approachable, accessible, and compassionate with the ability to bring school and community together in a partnership
- Manages and oversees school fiscal and human resources
- Responsible for school operations including oversight of marketing and admissions staff, and will assist in family admissions decisions with the Assistant Head of School and the Dean of Students
- Effectively involves staff, parents, and students in implementing a safe, nurturing and responsive school climate
- Maintains beneficial relationships with the larger community
- Provides calm leadership representing a positive presence
- Maintain and support the policies and procedures that are already in place
- Maintain a culture of “excellence and grace”
- Oversight on needs of the school program – plant, facilities, equipment, and supplies

II. Relationship with Board

- Has a harmonious working relationship with the board
- Supports board policy and decisions
- Executes the intent of board policy
- Keeps the board informed on issues, needs, and operation of the school system
- Supports board policy and action to the public and staff
- Accepts responsibility as the liaison between the board and personnel, working toward a high degree of understanding and respect between staff and board
- Attends all board meetings and is a member of the board’s finance committee and other committees as needed
- Provides a quarterly Head of School report for review with the board

III. Relationship with Students

- Develops positive, approachable rapport with students
- Model virtue, Christ dependency, and spiritual growth to students
- Works closely with the Dean of Students to handle discipline with grace-filled love and correction

IV. Relationship with Parents

- Actively supports the biblical role of parents in the education of their children
- Encourages parents and school patrons to take part in school programs and activities
- Is available for parent conferences
- Is involved in community life and affairs

Whitefield Academy Job Description
Interim Head of School

- Solicits and gives attention to problems and opinions of all groups and individuals
- Listens and makes families feel valued and heard

V. Instructional Leadership

- Implements the school's philosophy of education
- Works with other Administrators in studying and maintaining the program and curriculum in line with our commitment to classical Christian education.
- Promotes the utilization of the abilities and talents of the entire professional staff and lay people of the school community
- Attends appropriate meetings and feels obligation to promote success of such meetings

VI. Faculty-Staff Relations

- Performs as professional leader for the staff
- Develops and executes sound personnel procedures and practices including recruitment, screening, and hiring staff
- Supports Assistant Head of School with faculty evaluation and improvement
- Inspires others to highest professional standards
- Helps resolve staff and faculty conflict

VII. Professional and Personal

- Maintains high standards of ethics, honesty, and integrity in all personal and professional matters
- Is flexible and adjusts easily to new situations and tasks
- Is patient in dealing with people

VIII. Spiritual Leadership

- Maintains an intentional personal Bible study
- Actively participates in a local church as a member
- Is considered spiritual leader of the school
- Leads the faculty and staff to grow spiritually
- Leads in maintaining doctrinal integrity of the school

Compensation

- Full Time Position
- Contract timeframe: 2021/2022 academic year
- Compensation: Commensurate with Experience

Disclaimers

Whitefield Academy is an equal opportunity employer and is required by law to perform background checks on selected qualified candidates. All employees of Whitefield Academy must agree to carry out their responsibilities in a manner that is consistent with Whitefield Academy's Mission Statement, Statement of Faith, Employee Handbook, and conduct themselves in a manner consistent with Biblical standards.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Qualifications and Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Edited 6/1/2021