



Head of School Opportunity Profile Starting Academic Year 2023–2024

Whitefield Academy is a classical Christian school for pre-kindergarten – 12th grade. We are a nondenominational private day school in Kansas City, MO, with an enrollment of 280, a track record of growth, and plans to significantly expand our campus. Founded in 1995, we are a charter member of and currently accredited by the Association of Classical Christian Schools (ACCS).

Mission: Our mission is to equip students to be Christ-honoring critical thinkers, clear communicators, and compassionate leaders, through the pursuit of academic excellence, in the tradition of classical Christian education.

Core Values: Christ-honoring; classical, liberal arts education; collaboration and partnership; whole person; excellence; and continuous improvement

Vision: As the leading Christian school in the Kansas City area, to prepare students for a love of learning and service to the glory of God.

Educational Philosophy: “The end then of Learning is to repair the ruins of our first Parents by regaining to know God aright, and out of that knowledge to love him, to imitate him, to be like him, as we may the nearest by possessing our souls of true virtue, which being united to the heavenly grace of faith makes up the highest perfection.”¹

Christ is the center of Whitefield Academy. His Lordship drives us in our pursuit of educational excellence and has led us to implement a historic classical Christian education based upon the Seven Liberal Arts as understood through original source documents.² Classroom instruction whenever possible utilizes primary curricula.³ We believe a Liberal education as it was practiced for centuries in the West is not only possible but is to be preferred. With the constant working of the Holy Spirit, the Liberal education at our school trains “free” graduates who choose to live and act according to the Mind of Christ. Such wisdom demonstrates 1 Corinthians 13:4–8 in the face of life’s difficult problems.

Position Overview

The Head of School is the only employee of the Board Trustees and leads the school in delivering its mission and achieving its vision, implements the board’s strategic plan, develops operating policies, manages daily operations, supervises faculty and staff, and fosters the school community. The Head of School leads the school in collaboration with the Executive Leadership Team composed of leaders of the school’s three arms: Academic, Operational, and Advancement. He or she is an ardent proponent of classical Christian education. 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 faith in Jesus Christ and lifestyle that reflects maturity and intimacy with God

¹ John Milton, *Of Education*

² Such as Augustine’s *On Christian Doctrine*, Bonaventure’s *Reducing the Arts to Theology*, and Hugh of St. Victor’s *Didascalicon*.

³ Such as Aphthonius’ *Progymnasmata*, Erasmus’ *De Copia*, the *Hemogenic Corpus*, Boethius’ *On Arithmetic*, Euclid’s *Geometry*, and Quintilian’s *Institutio Oratoria*.



- Authentic and growing relationship with Jesus Christ as evidenced by a strong, clear personal testimony, life of prayer, and intentional personal Bible study
- Agreement with the school's "Statement of Faith," "Affirmations of Faith and Practice," and "Statement on Marriage, Sexuality, and Gender Identity" without any reservations
- Membership and attendance in a local church aligned with the school's "Statement of Faith"
- Approachability, humility and self-effacing demeanor
- Character steeped in moral purpose, moral clarity, moral conviction, and integrity; is a supremely ethical person
- Conduct exemplary of biblical principles, especially the fruit of the Spirit and love as described in 1 Corinthians 13
- Genuine excitement and passion about Christian leadership
- Desire and ability to support and develop others in their own Christian leadership capabilities

Professional Qualifications

- At least a bachelor's degree; postgraduate degree in education, theology, and/or ministry is preferred
- Experience in leadership in Christian education is required
- Strong understanding of and experience with classical Christian education is essential (see "Educational Philosophy" above)
- Demonstrated history of proficiency in administrative skills and leadership abilities
- Experience leading a mid-sized organization (a community of 200 – 4000 people) is preferred
- Experience with advancement efforts (marketing, development and recruiting)
- Ability to manage multiple short-term and long-term goals and objectives in a given academic year
- Flexibility and ability to adjust easily to new situations and tasks
- Familiarity with current independent school management best practices, including ISM material

Personal and General Qualifications

- Enthusiasm for, appreciation of, and commitment to the school's mission
- Ability to mentor other leaders, build and lead teams, and create a supportive work environment
- Commitment to fostering an environment of reconciliation and demonstrated experience
- Ability to build consensus when possible if confronted with challenging issues and concerns
- Proven strength in interpersonal skills and human resource management
- Professional, approachable, calm, and cordial demeanor with an ability to develop appropriate relationships with parents, staff, and community, including people with diverse backgrounds
- Patience in dealing with people
- 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 move from philosophy and theory to practical application
- Proficiency with basic office technology including Microsoft Word and Google Docs
- Strong communication skills (verbal and written)
- Understanding of and appreciation for children and youth



Duties and Responsibilities

Overall Responsibilities

- Promotes the mission, vision, and core values of the school
- Promotes and champions classical Christian education among the school community and externally
- Provides strategic direction and leadership for Executive Leadership Team (Academic, Operations, and Advancement)
- Oversees mission-appropriate curriculum and faculty development through Academic Leadership Team
- Oversees facilities, finance, and human resources through Operational Leadership Team
- Oversees admissions, marketing, and development through Advancement Leadership Team
- Ultimately responsible for mission delivery and support of mission delivery
- Leads the family admissions decision-making process in collaboration with key leaders
- Maintains beneficial relationships with the local community
- Develops, maintains, and supports school policies and procedures
- As “Chief Culture Officer,” promotes the love of learning and the desire for God by cultivating a positive Christ-honoring culture of excellence and grace among students, faculty, and staff

Relationship with Board

- Seeks to maintain a harmonious working relationship with the board
- Implements, executes, and supports board policy and the strategic plan
- Supervises and controls all the business and affairs of the school without board-level interference, as described in the ISM guide *Better Boards, Better Schools*
- Acts as the liaison between the board and school by informing the board about school operations, educating personnel about the board’s activities, and fostering a high degree of mutual understanding and respect between school 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 to the board

Relationship with Students

- Models virtue, Christ-dependency, and spiritual growth to students
- Works closely with the Academic Leadership Team to handle discipline with grace-filled love and correction
- Actively promotes the awareness and embrace of the Whitefield Honor Code.

Relationship with Parents

- Actively supports the biblical role of parents in the education and spiritual formation of their children
- Works with the Family Outreach Educator to educate parents about the unique aspects of classical Christian education
- Encourages parents and school patrons to take part in school programs and activities
- Available for parent conferences



- Actively involved in Whitefield Academy community events
- Earns the confidence of parents to handle concerns and conflicts
- Balances the feedback of board, families, faculty and staff

Instructional Leadership

Leads the Academic Leadership Team in implementing 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 faculty and lay people of the school community

Attends appropriate meetings and promotes success of such meetings

Faculty-Staff Relations

- Builds, grows, and maintains a healthy faculty and staff culture that allows the school to perform at a high level
- Performs as professional leader of the faculty and staff
- Develops and executes sound personnel procedures and practices including recruitment, screening, and hiring staff
- Supports the Academic Leadership Team with faculty evaluation and professional development
- Inspires others to highest professional standards
- Helps resolve staff and faculty conflict

Spiritual Leadership

- As spiritual leader of the school, models Christian maturity and godliness, leads in prayer, and delivers occasional chapel addresses
- Leads in maintaining doctrinal integrity of the school as expressed in the "Statement of Faith," "Affirmations of Faith and Practice," and "Statement on Marriage, Sexuality, and Gender Identity"

Compensation

Full-Time Position

Contract timeframe: Rolling 2-year contracts

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.