



SOUTHAMPTON ACADEMY  
26495 OLD PLANK ROAD  
COURTLAND, VIRGINIA 23837  
P | 757.653.2512

Southampton Academy is searching for a Head of School. Our preferred candidate is an experienced administrator and leader. Successful candidates should highlight their educational capabilities as they relate to maintaining and running an efficient and productive campus, including oversight of all school employees, academic standards and best practices, budget management, and fundraising.

### **JOB DESCRIPTION: Southampton Academy Head of School**

The Head of School serves as leader of the school, responsible for daily operations. The Head is responsible for monitoring and reporting on academic standards, financial health, development opportunities, and community relationships. This includes the development and delivery of curriculum and programs consistent with the school's philosophy and goals and assuring adherence to policy and procedure. He/she provides leadership to faculty to oversee school operations and works with the Board of Directors to carry out the board-established mission and vision. The Head of School will also be periodically assigned independent projects to support ongoing academic, operational, and fundraising efforts.

The Head of School serves as the sole employee of the Board of Directors and reports to the Board at meetings on the conduct, affairs, and operations of the school.

### **REQUIRED KNOWLEDGE + SKILLS + ABILITIES**

- Personal accountability + commitment to Pre-K through 12 curriculum, scope + delivery
- Create + foster a high-performance team culture focused on achieving superior results
- Familiarity with current best practices in independent schools
- Drive for creative solutions + meet challenges with resourcefulness
- Ensure accountability to policy + procedure for staff, teachers + the organization as a whole
- School life reflects the principles of equity, justice, dignity + respect of each individual
- Inspire respect + trust; display passion + optimism
- Develop + maintain strong working relationships with students, parents, staff + community
- Ability to think strategically + synthesize complex information
- Strong organizational, time-management, oral + written communication + interpersonal skills
- Generate balanced priorities + meet hard deadlines
- Ability to manage difficult situations + maintain confidentiality
- Strive to continually build knowledge/skills + share expertise with others
- Substantial knowledge of applicable federal + state regulations
- Master's degree from an accredited educational institution preferred



## **Essential Responsibilities**

The Head of School leads and coordinates the administrative and educational activities of the school by executing the following functions either personally or through personnel. These essential responsibilities include but are not limited to the following:

### **Vision + Strategy**

- Articulate the vision + mission of the school in collaboration with the Board of Directors
- Responsible for educational leadership + overall success of the school community

### **Finance + Operations**

- Provide oversight for business operations + ensure annual audit is conducted
- Spearhead the work of the Finance Committee
- Develop budget + approve expenditures
- Supervise admissions, marketing + fundraising efforts
- Ensure accountability for organizational policy + procedure for all staff
- Ensure the safety + well-being of all students + employees
- Supervise the operation + maintenance of all school facilities
- Support the Board in the fundraising efforts for the school including annual giving + special events

### **Staff Management**

- Responsible for attracting, retaining, developing + evaluating qualified personnel
- Oversee + act on hiring/terminating personnel
- Motivate + support staff by identifying + addressing areas for development
- Ensure all staff performs professional duties in accordance with their job description
- Encourage initiative + teamwork; develop + strengthen leadership across SA
- Conduct performance appraisals, reward/discipline employees + address/resolve concerns

### **Curriculum Management**

- Ensure educational quality by consistent/routine program evaluations
- Oversee + implement decisions to move forward on any curriculum upgrades and/or changes
- Ensure adherence to student disciplinary policies + standards of conduct
- Submit reports to accreditation + external agencies as required

### **Community**

- Represent the school to all of its constituents including faculty, staff, parents, students, alumni, neighbors + the broader community
- Engage + collaborate with external community partners
- Manage the sometimes competing demands + interests of the various constituencies of the school
- Monitor + address emergent community school issues in a timely manner



### **Salary + Benefits**

Competitive salary based upon experience. Healthy benefit package included.

To apply, please submit the following information by Monday, March 1, 2021:

- CV/Resume
- Cover Letter
- References – include at least one professional

Email to:

[SAresume2020@gmail.com](mailto:SAresume2020@gmail.com)

-OR-

Mail to:

Head of School Search Committee  
Southampton Academy  
PO Box 135  
Courtland, VA 23837