Head of Lower School - Harbour View  
Nansemond-Suffolk Academy  
Suffolk, Virginia  
nsacademy.org

Southern Teachers is assisting in Nansemond-Suffolk Academy’s search for a Head of Lower School for its Harbour View campus. Under the direction of and in cooperation with the Head of School, the Lower School Head will be the face of the Harbour View campus and be responsible for its day-to-day operations, including academic and co-curricular programs, parent communications and relations, budget management, and faculty professional development. He or she will be expected to set a positive tone of mutual respect, model a strong work ethic, promote excellence in a student-centered environment, and attend evening and weekend events pertaining to NSA’s Main campus as well as its Harbour View campus.

The Lower School Head will ensure a nurturing, stimulating, engaged, disciplined learning environment that balances challenge and support; observe and evaluate teachers and help them set professional goals; and oversee Lower School life to ensure operational effectiveness in policy and procedure development, scheduling, curriculum oversight, and co-curricular programs and activities. He or she will recruit and retain an outstanding, diverse team of teachers; provide opportunities for faculty professional growth; encourage students and engage in their learning; maintain a high level of visibility at student, parent, and faculty activities; and foster relationships in the NSA and North Suffolk communities. The Lower School Head also works closely with the Director of Extended Day and Summer Programs to plan activities on the Harbour View campus.

Candidates must hold advanced degrees in education and/or administration and have at least five years of leadership experience as a school administrator (principal, assistant principal, lower school head, assistant head). They must have extensive classroom experience and understand how strong academics must be balanced by inspirational, innovative, and energetic leaders who practice collaboration but know the importance of strong decision making. They must know how to implement technology initiatives and collaborate with faculty to ensure best practices in technology instruction. They should be familiar with multiple computer operating systems, preferably the Apple platform and Blackbaud, and be proficient with Excel, Word, and Google Workspace for Education.

Nansemond-Suffolk Academy is a coeducational, college preparatory day school serving grades Pre-Kindergarten (including two-year-olds) through 12. It has a current enrollment of approximately 920 students and 165 employees located on two campuses in Suffolk. At NSA, students are engaged in personal growth, inspired to discover their passion, and empowered to make a difference in the world.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins as soon as feasible upon hire.