



Head of School

Providence Academy
Leesburg, Virginia

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The Opportunity

Southern Teachers is assisting Providence Academy in its search for its next Head of School. The Head of School is the school's Chief Academic and Administrative Officer, and is charged with the total responsibility for the operation of the Academy by the Board of Directors. Administrative restructuring will result in the Head of School serving as the Chief Operating Officer working closely with and supervising a Principal, who will ensure excellence in teaching and learning.

Providence Academy exists to provide an outstanding, Christ-centered education in methodology and content. The school partners with parents to cultivate joyful, God-loving children who embody the gospel and seek to transform the culture in partnership with Jesus Christ. The Head of School provides direction and leadership that represent a consistent and effective model of integrity, efficiency, and accountability.

Providence Academy is in its fourth year as an independent, Christian school. It is astonishing what the school has accomplished in such a short amount of time. The school earned accreditation from SACS/AdvancED and ACSI. Enrollment has grown to capacity, with new space secured for the 2017-18 school year that will allow for 40% more growth. The school has established interscholastic athletics and hired a full-time campus pastor.

The future of Providence Academy is tremendously bright. Securing the right leader to make this future a reality is key. Providence Academy seeks a servant-leader whose conduct exemplifies biblical principles and actions. The next Head of School should have the ability to lead with operational integrity, cultivate a strong sense of community, and promote growth through academic excellence and spiritual development. Providence Academy has had such tremendous success because of its strong culture. In order to preserve and foster that culture, the next Head of School should be an inclusive decision maker, particularly when confronted with challenging issues and concerns. He or she should demonstrate unwavering enthusiasm for the school's mission and exercise the personal, academic, moral, spiritual, and leadership qualities necessary to direct the total ministry of the school.

Offering uncompromising excellence, Providence Academy is an accredited, Christian, coeducational day school serving students in Kindergarten through grade 8.

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.



SOUTHERN TEACHERS
AGENCY



The Position

Spiritual Qualifications

- Public profession of belief in Jesus Christ and a lifestyle that reflects maturity and intimacy with God
- Ability to lead in a Godly manner
- A desire to support and encourage faculty and staff in their own Christian leadership capabilities

Personal Qualifications

- Ability to meet people easily and cordially; ability to interact comfortably with people representing diverse backgrounds
- A professional demeanor with an ability to develop appropriate relationships with parents, staff, and community
- A healthy level of self-confidence combined with biblical humility
- Ability to think strategically and analyze complex situations
- Insight into contemporary culture and the challenges facing families, youth, and Christian education
- Ability to extend beyond philosophy and theory to implement practical application

Instructional Leadership

- Provide leadership to a planning process designed to assure the school's ability to provide a sound, relevant, and spiritual educational experience for students
- Lead the faculty in continuing educational growth and spiritual maturity
- Establish and promote goals for faculty and staff that result in every student achieving his or her full academic and personal potential
- Recruit, support, and retain teaching and administrative personnel whose philosophies match those of the school; develop and apply strategies to continuously improve administrative, faculty, and staff professional development, salaries, and benefits
- Evaluate technology and trends in education to enhance academic programming



Operational Leadership

- Collaboratively establish goals, objectives, and procedures to ensure operational efficiency
- Follow and ensure adherence to all personnel policies, procedures, and guidelines
- Develop, maintain, and update the School Safety Plan
- Spearhead accreditation with SACS/AdvancED and other certification and accrediting bodies as deemed appropriate
- Prepare, submit, and maintain annual budget to the Board
- Implement established school policies and review and make recommendations for policy changes to the Board

Advancement Leadership

- Serve as the school's primary spokesperson
- Oversee efforts to market the school in the community, with the goal of growing student enrollment each year
- Oversee efforts to ensure strong staff and parents satisfaction
- Support the activities of the PTA and other parent volunteer groups
- Communicate openly and regularly with all school stakeholders; coordinate with the Board on major communication efforts
- Review and approve fundraising efforts, coordinating with the Board and PTA on major campaigns
- Keep the board fully informed of critical needs as they affect operations

