

Columbus Classical Academy

Position Title: Head of School

Academy Background

Columbus Classical Academy, a Hillsdale College Curriculum School, opening in August of 2023, will be the first private, classical, K-12 school in the central Ohio region. CCA is seeking a qualified and passionate Head of School to cultivate the premier classical education in the Midwest.

Position Summary

The Head of School (HOS) has the exciting and serious task of setting the trajectory, culture, expectations, and life of the school as CCA moves towards its first year in operation. This includes the vital role of building the CCA staff of teachers and administration, aiding in the preparation of CCA's location, and assisting the board members with associated tasks of opening a new school. Position will report into a Board of Directors.

Abilities

Leadership of school which involves but is not limited to:

- Passionate about the classical model of education
- Ability to inspire others to take up difficult tasks
- Professional, calm, and open-minded problem solver who maintains level headedness
- Experienced in forming vibrant and joyful cultures of co-workers
- Tactful when handling difficult conversations and situations
- Well-organized achiever who thrives on building new systems
- Enjoys and rejoices in the formation of young minds
- Proven track record of successfully starting and leading new enterprises

Duties and Responsibilities

- Leads recruitment and selection of applicants for school-based academic positions
- Establish and maintain a positive school culture focused on the mission and vision of the school
- Aid and direct teachers and staff in understanding and promoting the mission/vision in all endeavors
- Uphold a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful, and friendly
- Provide general management of the school and guide administrative details as needed in the planning, coordination, and supervision of the day-to-day academic operations of the school office
- Manage operational and instructional staff
- Develop and implement plans to support and form teachers in classical pedagogy
- The intellectual and emotional strength, mental agility, and durability to have difficult conversations
- A gifted rhetorician with the ability to communicate effectively in both oral and written forms
- The ability to maintain a high degree of energy and personal productivity, and to effectively manage the productivity of others, prioritize competing initiatives, and drive incremental and ongoing improvement
- Implement a thorough and effective professional development model that ultimately aids teaching and learning (faculty development)
- Act as the face of the school in fundraising activities and work to secure financial support
- Report at regular board meetings on the status of school operations and plans for upcoming activities

Qualifications

- Professional experience with a classical learning environment
- Exceptional administrative, management, and leadership skills
- Strong organizational and interpersonal skills; ability to work effectively with all stakeholders, including administration, faculty, staff, parents, students, and program facilitators
- Excellent verbal and written communication skills
- An educational philosophy consistent with the mission of the school
- Ability to work well with colleagues in all areas of education including planning, assessment, and collaboration
- Ability to exercise discretion and utmost professionalism in confidential & sensitive student/family matters

Application

This position starts in August of 2022 and is located in Columbus, OH. Please indicate your interest in this position and submit supporting documents to the Columbus Classical Academy Board of Directors at: cca@columbusclassical.org