



THE
KING'S ACADEMY
SOLI DEO GLORIA

Head of School Job Posting

Description

The next Head of School will join The King's Academy at an exciting time of growth and stability. TKA is positioned in the community as a leader in private Christian education. This reputation affirms our mission of Christ-centered, academic excellence and encourages our philosophy of relationship-building with students, families, and the community at large. The school is blessed with a thriving school population as well as a strong financial position. The new Head of School will have the opportunity to lead an outstanding staff of dedicated people who are committed to see the fulfillment of God's plans for TKA.

RESPONSIBILITY SUMMARY:

The Head of School is responsible for implementing the mission and vision of The King's Academy. The position is the chief executive officer of the school, overseeing all aspects of spiritual life, academics, finance, personnel, marketing, advancement, and operations. This role includes working directly with the Executive Leadership Team, composed of the Academic Administrator, Advancement Director, Business Manager, Community Outreach Director, Operations Director, Spiritual Life Director, and Technology Director.

KEY TASKS

ADMINISTRATIVE LEADERSHIP:

- Serve as the Chief Executive Officer of the school, reporting directly to the Board of Directors and working closely with the Executive Leadership Team.
- Inspire a healthy and flourishing community culture. Help make TKA an even better place to work by supporting, developing, retaining, and recruiting exceptional faculty and staff.

SPIRITUAL LEADERSHIP:

- Support and strengthen the Christ-centered school culture that promotes a clear Gospel witness to students and the broader TKA community.
- Provide direct, mature spiritual leadership to the staff, students, and broader TKA community.
- Provide guidance and partnership to the Spiritual Life Director to strengthen and grow a Christ-centered culture and encourage personal relationships with Jesus Christ for each student.

ACADEMIC LEADERSHIP:

- Oversee the development, implementation, and evaluation of curriculum and educational philosophy for all grades.
- Oversee student issues of academic, social, spiritual, and disciplinary measures.
- Provide guidance and partnership to the Academic Administrator to support and grow excellence in the academic program.

FINANCIAL LEADERSHIP:

- Oversee the development and implementation of the school budget, working closely with the Business Manager and the Board of Directors in its development.



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- Provide guidance and partnership to the Business Manager in making business decisions that promotes long term financial health and stability.

OPERATIONAL LEADERSHIP:

- Oversee the management, development and implementation of operational procedures including but not limited to facilities, security, human resources, and policies and procedures.
- Provide guidance and partnership to the Operations Director in the development and execution of all operational procedures.
- Ensure operational goals are provided for in the school budget.

STRATEGIC LEADERSHIP:

- Support the development of strategic enrollment, marketing, and advancement efforts.
- Establish annual school goals in partnership with the Executive Leadership Team.
- Promote TKA, as well as Christian education, to the broader community through engagement with area churches, conferences, and community events.
- Provide guidance and partnership to the Advancement Director in the development of a yearly giving calendar as well as fundraising for special projects.
- Provide guidance and partnership to the Community Outreach Director in enrollment and marketing strategies to grow enrollment and retain current families.
- Create a forward-looking culture by demonstrating the characteristics of a life-long learner.

REQUIREMENTS

QUALIFICATIONS

- A born-again believer in Jesus Christ and active participant in a Bible-believing and preaching church whose Statement of Faith and views on Christian-living aligns with TKA's.
- Personal characteristics of leadership, integrity, empathy, passion, friendliness, and effective communicator.
- A confident, relationship-builder.
- A Bachelor's Degree in a relevant field.
- Master's Degree in a relevant field preferred or equivalent work/life experience.

HOW TO APPLY

Please submit a resume and cover letter to tkaboard@kingsacademy.com. Also include no more than two pages describing your faith journey and your leadership style.

ADDITIONAL NOTES

This job description strives to provide a broad scope of the Head of School's responsibilities, but it is understood that the Head of School commits to the success of the organization and does whatever it takes to meet that success.