

Job Description

Head of School
Royalmont Academy

The mission of Royalmont is to teach, educate, and form the whole person. In the pursuit of this mission, the Head of School manages the affairs of both the elementary and high school, preserves the charism and charts the key strategic directions for both schools, and reports directly to the board. The Head of School shall focus on staff development, curricular matters, enrollment, school-wide charity in all things, integral formation (internal excellence), collaborate with the Board of Trustees to take the school *Semper Altius (always higher)*, then – in two or three years -- grow into expanded responsibility for development.

Primary responsibilities:

- **Spiritual Formation:** Strong formation in the faith is the reason for Royalmont Academy. Catechesis and growth in virtue represent the two components of the school's spiritual formation program, while Masses, charity in school life, and service represent the cultivation of faith in action. With their roles so critical to the school's identity, these elements have a strategic, and eternal, importance unsurpassed. Consequently, the Head of School serves as the school's lead formator and will direct the personnel and programs that advance the spiritual formation of our faculty, students, and families.
- **Student Achievement:** Royalmont aims to develop the whole person: soul, mind, body, and heart. Practically, this means the Head of School is director of religious education and spiritual leader at the school, attending to catechesis, liturgies, sacraments and gentle care for the souls in the school. Of course, as the academic leader of the school, the Head of School will manage the curriculum, assure continuing accreditation, and foster excellence in its intellectual endeavors. The body is a vital and esteemed facet of the human person, so the Head of School must give due oversight to student and faculty comportment, safe and healthy behaviors throughout the Royalmont family, as well as in the programmed activities for physical education, performing arts, and apostolic activities. Finally, in charge of hearts the Head of School should preserve and enrich the Royalmont culture of Christian virtue – especially charity – and elevate our longing for truth, goodness and beauty through the all the curriculum, not limited to the performing arts, literature, and apostolates.
- **Leadership:** The Head of School will direct the elementary and high school. It takes a dynamic and experienced leader to tend to day-to-day operations of the school, provide faculty encouragement and supervision, respond appropriately to external entities in the archdiocese and State, interface with parents, and manage enrollment, discipline, school spirit, etc.
- **Campus and Facility Advancement:** Royalmont Academy occupies a unique and important campus. It requires significant updating and integration, but its size (15 acres), tenants, residential neighbors, ball fields, and play space qualify it as a critical resource for the school. The Head of School will work with the facilities manager, qualified parents and other professionals to plan for and manage the adaptation, development, and maintenance of the buildings and grounds.
- **Development:** As Royalmont's staffing and curriculum solidify, enrollment grows, and operating expenses are largely covered by tuition, the Head of School will be expected to

provide increasing levels of leadership to the development of financial resources for the school. The Head of School will be versed in the school's needs and prepare compelling case statements for potential donors and charitable foundations. The Head of School will supervise the school's Development Director to develop and execute a strategy of development and sustained donor relations. The Head of School will enlist board and other members of the school community in new donor procurement, engagement, and affirmation.

Management Responsibilities:

The Head of School shall:

- Embody, manifest, and advocate the mission of the school.
- Articulate the vision for the school and its future.
- Represent the school to all of its constituents including the neighborhood, parents, students, alumni, business community, faculty, staff, state and federal agencies, and with local, state, regional, and national educational organizations and accrediting agencies
- Monitor and address all matters of school climate and culture, including but not limited to disciplinary policies and standards of conduct, school calendar, and sometimes competing demands of the various constituencies of the school (e.g., tenant operations should not interfere with the school day, evening parent meetings should not disturb classroom materials, systems for scheduling IT, space, and other Royalmont assets should be in place.)
- Assist the board with planning the strategic future of the school. The Head will attend board meetings and give reports that keep the board abreast of operations. The Head will work with the board to initiate and review school policies, then disseminate and implement the policies. As a member *ex officio* of all standing committees of the board the Head shall represent of the board in its relations with the faculty, staff, students, and the patrons of the school.
- Select and hire properly qualified persons to serve as members of the faculty and administration. Enlist fitting board member input for those key administrative hires that will interface regularly with the board, such as admissions, finance, and development officers.
- Directly supervise the faculty and staff. Make updates to the employee handbook. Hold regular meetings. Handle all matters regarding employment, retention, and dismissal of personnel, including salaries and contracts, job assignments, performance evaluation, record-keeping, orientation, and training.
- Supervise and track all programs of the school (academic, athletic, ethical, and other extracurricular programs) and prepare for and conduct periodic program evaluations.
- Provide periodic reports to parents and to external agencies as required.
- Supervise key administrators on staff to assist the Head in school operations, namely
 - Business manager in the maintenance of appropriate financial records; management of cash flows; oversight of the employee benefit program; and preparation of budgets.
 - Marketing/admissions director for the recruitment of students, including marketing and public relations, applicant testing and interviews, and acceptance and decisions.

- Development director and efforts to cultivate and affect generous support of the school.
- College counselor in planning for an appropriate program for college guidance and admissions.
- Act as liaison with other organizations to ensure fulfillment of the school's contractual obligations; coordinate schedules, arrange for rentals, and coordinate procedures where the interests of both organizations are served.
- Supervise and/or assist with all other aspects of the school's operation, including (but not limited to) facilities maintenance, operation, food service, transportation, summer programs, development and fund raising, and alumni affairs.

Qualifications:

The Royalmont Academy Head of School shall:

- a) Be a practicing Catholic in full communion with the Church
- b) Have an apostolic heart – zeal to spread the faith in word and deed
- c) Provide evidence of 3 years of successful leadership ability in an educational setting
- d) Provide evidence of collaboration, team development, resourcefulness, and servant leadership
- e) Have training, experience, or informed appreciation of a classical education approach
- f) Hold (or be eligible for) a valid Ohio Certification/Licensure for a Principal
- g) Possess a Master's Degree in education (or be actively working towards a Master's degree)
- h) Hold or be working toward Archdiocesan catechetical certification