

## Head of School Job - Overview

The Board of Directors of the West Michigan Academy of Arts and Academics ("WMAAA") is seeking to hire a Head of School for PreK-8 elementary charter school campus located in Spring Lake, MI.

The Head of School is responsible for building, training, and leading a highly qualified faculty and staff, and together they attend to the intellectual, emotional, social, artistic, and physical growth of each child.

Administratively, the Head of School will supervise the effective development and implementation of WMAAA's educational program, increase enrollment and retention, manage finances, and provide input to the Board of Directors on these initiatives.

The Head of School will also be an asset to the Board and other members of school leadership as a resource and strategic visionary. In both role and responsibility, the Head of School drives the daily operations of the school and maintains congruency with WMAAA's mission in the life of the school.

The Head of School is a full-time employee of the WMAAA Board of Directors, working full-time during regular school hours, evenings, and some weekends. A competitive compensation package will be commensurate with experience.

Interested parties should submit a cover letter and résumé to: [hainesp1@gmail.com](mailto:hainesp1@gmail.com). The deadline for applications is until the position is filled.

### IDEAL EXPERIENCE:

- Bachelor's Degree required. Master's Degree in a related field is preferred.
- Several years of experience as a classroom teacher, ideally in a K-8 school setting.
- Demonstrated history of effectiveness in leadership of a charter, public, or private school.
- Experience working in a district or charter network level position (e.g., assistant superintendent, superintendent, etc.)
- Proven record of quickly assimilating into new environments, identifying areas for improvement, and affecting change, while cultivating positive relationships.

### SKILLS AND QUALITIES:

- Demonstrates a dedication to the cultivation of children's intellectual, artistic, social, physical, and emotional development.
- Demonstrates an ability to effectively instruct, inspire and assess children in a variety of areas through creative, purposeful, and age-appropriate methods.
- Leads with transparency and is receptive to an appropriate level of accountability. Welcomes and acts upon constructive feedback.
- Appreciates and nurtures existing strengths at WMAAA while being open to new, innovative ideas that may lead to change.
- Maintains high standards of excellence in all work and takes responsibility for positive outcomes.
- Possesses strong written and verbal communication skills, and the demonstrated ability to build relationships with students, employees, parents, leaders of area schools, and the charter school community.

- Possesses strong administrative and organizational skills and demonstrates a facility with managing multiple tasks and parties through effective use of time and resources.
- Possesses a strong passion for the arts.

#### **OVERVIEW OF RESPONSIBILITIES:**

- Shepherds WMAAA in model, vision, mission, and advancement.
- As the Lead Educator and Administrator of the school, helps teachers, staff, parents, and students understand and implement WMAAA's integrated arts model of education.
- Attends to the intellectual, artistic, social, emotional, and physical growth of each child and partners with faculty and each child's parent(s) in these efforts.
- Builds and trains a highly qualified and effective faculty and staff.
- Actively manages WMAAA's educational program, operating finances, facility, administrative staff and duties.
- Oversees day-to-day operations, while mitigating any conflict within the school community.
- Works collaboratively with Board of Directors and its leadership committees.
- Other duties as assigned or deemed necessary.

#### **SPECIFIC RESPONSIBILITIES:**

##### **1. Organizational Leadership**

- In reporting to the Board, provides key status updates and collaborates with the Board to define long term strategic plan, raising funds to support the plans, when necessary, and ensuring appropriate execution of plans all in conjunction with the Board of Directors.
- Provides visible, relational leadership for the faculty, students, and overall school community.
- Ensures best practices are achieved in all aspects of the daily operation, instruction, and other activities of the school.
- Provides input to the Board of Directors for creation and direction of fiscally sound operating and capital budgets and financial plans (including compensation, capital expenditures, etc.).

##### **2. Executive Administration**

- Oversees the daily overall operation of the school, administrative staff, and office functions.
- Fosters communication between and among all major stakeholders: faculty, administrative staff, paraprofessionals, parents, students, and Board Members.
- Manages the annual operating plan, sets short-term objectives, and measures progress and achievement.
- Helps determine Faculty and Staff salaries and contractual obligation; writes performance reports to review with employees and for use in Salary and Bonus decision process.
- Creates the School Calendar and Schedule in collaboration with the Board, Faculty and Staff.
- Works with all appropriate parties to ensure the safety of the school environment and facilities.
- Facilitates good stewardship of and necessary improvements to the physical building aesthetic and operation.
- Supports enrollment outreach by meeting with prospective students and parents, assessing student readiness.

### **3. Educational Leadership**

- Implements a high-quality, rigorous, joyful elementary and middle school program that is consistent with WMAAA's mission.
- Sets ambitious goals for student achievement and performance and holds staff members accountable for achieving results.
- Frequently evaluates strengths and weaknesses of current curriculum and program with appropriate faculty; provides leadership and support for the development and implementation of new curricular components and programs as necessary.
- Establishes and executes a plan for WMAAA to maintain its charter agreement and gain charter renewal with charter authorizer (Grand Valley State University).
- Supervises the administration of the M-Step and the NWEA MAP Suite and evaluates testing data to make data-informed decisions related to curriculum, staffing, and professional development.
- Articulates and helps enforce school-wide student behavioral expectations.
- Ensures the artistic development of WMAAA students and the integration of arts into every classroom.

### **4. Faculty Development**

- Oversees the recruitment and retention of highly qualified and capable faculty members and staff who will manage and direct existing academic programs and lead creative development efforts of new academic programs.
- Creates and sustains an environment of mutual respect, high standards, safety, and support for learning.
- Designs and leads training during faculty development meetings on topics such as effective classroom management, lesson design and implementation, assessment methods, and differentiated instruction.
- Creates appropriate tools to encourage and measure development of faculty and staff over time; establishes procedures and general timelines for faculty and staff evaluations; evaluates the performance of the faculty and staff; meets with faculty and staff individually to share evaluation and chart course for continued professional development.
- Maintains and executes policies and procedures for hiring and dismissal decisions.

### **6. Parents and Community**

- Reinforces school culture, mission, and principles of WMAAA's integrated arts education model at parent meetings to strengthen community understanding of and commitment to WMAAA.
- Encourages, counsels, and teaches parents in topics related to pertinent aspects of their children's growth and development.
- Provides a sounding board for parents to voice ideas, questions, and concerns through both an "open door" policy and scheduled opportunities (e.g., parent coffees). Discreetly helps to mitigate any conflict that arises between parents, parents/teachers, parents/students.
- Engages in the daily life of the WMAAA school and community
- Communicates with parents regarding significant events, policy changes, and curricular issues/changes/enhancements.