

Position: Permanent Head of School

Richard Winn Academy, located in Winnsboro, South Carolina, is seeking a dynamic leader to serve as **Permanent Head of School**, a position that will begin on June 1, 2019 and will work in conjunction with a dynamic leadership team.

Richard Winn Academy is an established college-preparatory institution, holding advanced accreditation by the South Carolina Independent School Association and is nationally accredited through AdvancED. It offers a comprehensive educational experience for students in three-year-old kindergarten through grade twelve, and currently serves students from Chester, Fairfield, and Richland counties. Since 1966, Richard Winn has served area students by providing the knowledge and skills needed to excel in college and all future endeavors. In 2016, Richard Winn launched an Early Learning Center (ELC) to meet the needs of children age 6 weeks through 36 months.

Philosophy of Richard Winn Academy:

Each individual student, through the cooperative efforts of the Board, administration, faculty, student body, home and community, shall have maximum opportunity to grow intellectually, physically, socially, and to develop a set of values which will equip him or her to make value judgements in his own life situation as well as in the ever changing national and international world environment. Through small classes and an intimate student-faculty relationship, every effort will be made to recognize, develop, and satisfy individual talents and needs. It is Richard Winn Academy's belief that in the lower school (grades K-6) dedication to establishing the love and joy of learning in each individual student is of paramount importance. This must be coupled with careful guidance in how to learn with the fullest use of all the facilities and media available. Since the majority of Richard Winn Academy's graduates go on to institutions of higher learning, the upper school (grades 7-12) has the primary responsibility of equipping each student to succeed in the college or university of his or her choice. However, this must be supplemented with physical, social, and moral growth which will enable the graduate to recognize and cope with life situations in an increasingly complex national and global society.

Objectives of Richard Winn Academy:

1. To provide opportunities for developing knowledge, basic skills, and creative approaches so that students may progress successfully in learning and strive to achieve to the maximum of their capabilities.
2. To provide learning experiences that will prepare students for successful entrance to and achievement in college.
3. To provide effectively for the physical and emotional health of the individual student.
4. To provide opportunities for the spiritual growth and the physical development of all students.
5. To provide guidance and opportunities for every student to continue education or gain employment appropriate to his or her talents and needs.
6. To promote standards in behavior, dress, and academics that maintain the original philosophy of the school.
7. To promote responsibility and initiative through academic and extra-curricular activities.

Position Summary:

Under the oversight of the Board of Directors, the Head of School will direct day-to-day operations and functions of the school while leading staff, students, parents, and community members in their respective roles to meet the objectives of the school.

Qualifications:

- Master's degree from an accredited college or university.
- Minimum five (5) years combined classroom and administrative experience preferred.
- Experience in positions requiring leadership, communications, and interpersonal skills.

Relations and Contacts:

- Reports to Board of Directors
- Directs: All professional, administrative, and non-professional personnel assigned to the school.
- Internal Relationships: Provides and acquires information and assistance necessary to assure the achievement of the school's goals.
- External Contacts: Makes outside contacts to satisfactorily carry out the responsibilities of this position.

Position Responsibilities:**Staffing and Staff Development:**

- Directing and supervising all professional, administrative and non-professional personnel assigned to the school and the ELC.
- Plans, organizes, and directs the implementation of all school activities.
- Assists in the development, revision, and evaluation of the curriculum.
- Supervises and evaluates the school's faculty and staff.
- Approves the master teaching schedule and any special assignments.
- Orients newly assigned staff members and assists in their development as appropriate.
- Conducts meetings of the staff as necessary for the proper functioning of the school.
- Delegates authority to responsible personnel in the absence of the Head of School.
- Assumes responsibility for all official school correspondence and news releases.

Student Body:

- Establishes and maintains an effective learning environment in the school.
- Supervises the guidance program to enhance individual student education and development.
- Maintains high standards of student conduct and enforces discipline as necessary, according to the students' rights of due process.
- Establishes guides for proper student conduct and discipline according to school policy.
- Supervises the maintenance of all student records.
- Supervises all activities and programs that are outgrowths of the school's curriculum.

Events and Property:

- Maintains active relationships with students and parents/guardians.

- Attends special events held to recognize student achievement, school-sponsored activities, functions, and athletic events.
- Assumes responsibility for the safety and administration of the school.
- Supervises the daily use of the school facilities for both academic and nonacademic purposes.
- Plans and supervises emergency preparedness programs.
- Supervises and evaluates the school's extracurricular programs.
- Provides for adequate inventories of property under jurisdiction and for the security and accountability for that property.

Board/Policy/Financial:

- Supervises the maintenance of all required building records and reports.
- In cooperation with the Director of Finance, prepares and submits the school's budgetary requests and monitors expenditures of funds.
- Serves as a member of such committees and attends such meetings as directed by the Board of Directors.
- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- Keeps the Board informed of events and activities of an unusual nature as well as routine matters related to Board accountability.
- Assumes responsibility for the implementation and observance of all Board policies and regulations.
- Assumes responsibility for his or her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- Performs other duties as may be assigned by the Board.

Richard Winn Academy has a non-discriminatory policy in place. Richard Winn Academy does not discriminate on the basis of race, color, gender, religion, or national or ethnic origin in the admission of students, in the hiring of faculty and staff, or in the administration of its policies and academic, athletic, and other programs.

Qualified candidates should submit a current resume with cover letter to **RWABoard2019@gmail.com** by **Tuesday, April 23, 2019**.