



BRADENTON CLASSICAL ACADEMY
CITIZENSHIP . INTEGRITY . ACCOUNTABILITY

Job Posting

Job description

Bradenton Classical Academy was founded out of a need to bring excellence in education into Manatee County. It was founded by a group of grandparents and business leaders in 2021 in Manatee County. Operating under the strict governance of its board of directors, Bradenton Classical Academy's liberal arts and sciences curriculum is developed with support from Hillsdale College, a leader in classical learning since 1844.

Mission

Bradenton Classical Academy's mission is to develop lifelong learners (scholars) through a content-rich Classical Education in the liberal arts and sciences. We focus on the importance of individual accountability, integrity, and respect for citizenship in our country to understand and defend the principles that were used to found America and to see the beauty in truth in our world, train the minds and improve the hearts of young men and women through a content-rich, classical education in the liberal arts and sciences, with instruction in good character and civic virtue.

Bradenton Classical Academy seeks to employ well-educated and articulate teachers who convey real knowledge using tried-and-true teaching methods. Scholars are educated in the liberal arts, emphasizing Western thought and with special attention to the American tradition. Through the study of mathematics and the sciences scholars learn to think clearly and contemplate the natural order. Bradenton Classical Academy scholars will learn to read, write, and speak well, and to understand themselves and the world around them.

Bradenton Classical Academy seeks to educate scholars to be people of character, young men and women who have the moral and intellectual virtue necessary for a life of citizenship and of learning.

The Role of Headmaster

The Bradenton Classical Academy Headmaster will be entrusted with the education and well-being of an expected 350 pupils in grades K-3 initially in year one, with another grade every

year until the school is at capacity with K-12, and the overall reputation of the school, its constituency, and its surrounding community. He or she will be charged with considerable fiduciary duties, not only acting as a steward of substantial public funds but as a contributor to the future viability of American society through the passing on of wisdom and virtue to its future citizens. The Head of School is the single most impactful and important figure in a school and its surrounding community—the guardian of a learning tradition that must characterize the school and influence its mission.

General Characteristics of a Good Candidate

- Prudent leadership, or the ability to discern the ends that fulfill the nature and purpose of classical learning, and to chart a course to reach those ends; the ability to instruct and inspire people to follow, to commit, to take responsibility, and to perform together in an effective manner. The ability to raise up self-governing leaders within the school.
- Intellectual depth and a serious understanding of the life of the mind. The leader of an academic institution demonstrates a love of learning by the ongoing personal pursuit of knowledge for its own sake and the desire to share that knowledge with others.
- A commitment to school reform, motivated by courage and governed with discretion.
- A person of high moral character whose leadership will generate trust and hold the confidence of others. He or she exhibits unwavering personal integrity, honesty, decisiveness, and empathy.
- Well-organized, able to delegate with clear direction, and ready to assume responsibility for everything that happens under his or her charge.
- A sentinel of the moral imaginations of young minds.

Knowledge and Aptitude Required for the Position

- A broad understanding of the classical liberal arts, its roots in the Western tradition, and its historical presence in American education prior to the 20th century.
- Knowledge of the craft of the educator, and the ability to teach well.
- The ability to communicate effectively in both oral and written forms.
- The facility to maintain a high degree of energy and personal productivity, and to effectively manage the yield of others. The ability to prioritize and get things done.
- A general understanding of personnel management principles, including recruiting, hiring, supervising, and evaluating, as well as individual and organizational development. He or she must know the needs this education demands.
- The intellectual and emotional strength to have difficult conversations, when necessary, and the prudence to know when that is.
- A general understanding of financial management principles, including planning a budget and the skills to manage it throughout a school year; he or she understands the needs and expectations of regular auditing and a proven system of sound fiscal controls and processes.

- An understanding of the school's respective state accountability and accreditation systems for public charter schools, as appropriate, and laws relevant to same.
- The fortitude to act with fidelity to the scope and sequence of the Hillsdale College model for classical education.
- The prudence and insight to understand and accomplish local, state, and federal compliance regarding all aspects of the school.
- Has a recognizable executive aptitude for the business and operational aspects of school leadership. He or she can put first things first and can multi-task when needed.
- Can build an administrative team. He or she knows the mission and knows how to hire well to support that mission.
- Knows his or her own strengths and weaknesses and will hire assistant principals and deans who will offset those weaknesses.
- Has a clarity of focus, and yet is open to ideas and implements the best of them from his or her community, not just from personal preferences.
- Is pleasant, engaging, personable, and empathetic—important traits as he or she interacts with parents, benefactors, community members, teachers, students, and others. The school leader knows how to build trust through excellent communication, which oftentimes means only listening, and by being consistent with expectations and follow-through. He or she is firm and kind, prudent and just.
- Understands and communicates with the broader classical movement to promote education that is elevating and high-minded. He or she has the aptitude and capacity to invite young men and women into the ongoing discourse of what kind of place the world is and what kind of being we all are and can become.
- Is public-spirited, ambitious about the school and its effect on the wider community, state, and, ultimately, the nation. He or she is committed to the local community as an active participant, an energetic advocate for classical education as being good for all learners of every background.
- Likes interacting with children and believes that classical education leads them on the path to true happiness.

Duties and Responsibilities of the Position

- Provides general management of all school operations, including academic, financial, personnel, regulatory, and facility areas.
- Observes and can effectively coach teachers at defined intervals; documents result and provides feedback as mentor and supervisor.
- Reports at regular school board meetings on the status of the school and plans for upcoming activities.
- Represents the school as the senior executive leader in interactions with the public, the school constituencies, the authorizer or accreditor, and other government agencies.
- Ability to demonstrate, uphold, and promote in daily interactions a commitment to BCA's mission and vision, and the moral character and civic virtue BCA embodies.

Managing Student Behavior

- Maintains standards of appropriate student behavior and discipline to achieve a functional learning atmosphere in the classroom and assists in its maintenance campus wide.
- Provides and maintains a safe and supervised environment on the academy grounds.

Professional Communications

- Communicates and cooperates with other professional staff in academic and personal growth areas.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Shares the responsibility for the care of academy inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.

Upholds Professional Standards of Conduct

- Complies with Code of Ethics and upholds and enforces rules, administrative directives and regulations, academy policies, and local, state, and federal regulations.
- Articulates and facilitates the implementation of the mission and values of BCA.
- Safeguards confidentiality of privileged information.
- Maintains professional relationships and works cooperatively with employees, the community, and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities, and self-selected professional growth activities.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.
- Conforms to BCA policies including attendance, absences, and evaluations.
- Attendance must be adequate to acceptably perform listed job functions.

Experience, Knowledge, Skills and Abilities

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision making and problem-solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Knowledge of computer systems, financial procedures, and legal requirements.
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others.
- Knowledge of academy policies on immunization, medication, first aid, emergencies, and child abuse/neglect.
- Ability to maintain positive relationships with scholars, parents, community members and staff.

Working Environment

- The employee works with various staff members in a team environment including the administrative staff, parents, scholars, advocates, and others outside the school.

- Frequent interactions with people in-person and on the phone will be necessary.
- Duties are performed indoors and outside in a normal school environment.
- The noise level in the work environment is usually moderate.

Physical Demands

- The employee must occasionally lift and move up to 25 pounds in supplies which requires bending, stooping and lifting.
- The employee must have the ability to adjust focus on a computer monitor to get information from a variety of information systems.
- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools, and other controls.
- The employee must sit and stand for long periods of time.
- The employee must occasionally work outside.
- The employee must be able to use and move/lift variety of instructional materials in the classroom.
- The employee must be able to see and hear on a continuous basis as well as speak frequently.
- Employee must be able to move quickly from place to place on occasion over smooth to uneven surfaces on the playground or on grass.
- When dealing with scholars may entail kneeling, squatting, stooping and bending on an occasional to frequent basis on a given day.

Emotional Demands

- Maintain high emotional energy and display enthusiasm.
- Address stressful events created by hostile, confrontational scholars by remaining calm and listening non-critically, reasoning objectively, and remaining consistent in judgments.
- Ensure that out-of-classroom pressures (personal, home, business) do not interfere with overall effective scholar care performance.
- Enhance one's professional commitment with punctuality and attendance (avoiding the —coming late, leave early, or “often absent” syndrome).
- Realize the need to seek timely professional assistance as necessary to maintain emotional stability and professional standards of conduct.
- Possess emotional openness to constructive feedback from peers, consulting teacher/mentors, and administrators regarding compliance with professional standards.
- Analyze and remedy emotional needs or unresolved conflicts which interfere or preclude adhering to policy, administrative direction, or professional standards.

This position description indicates the general nature and level of work expected of the incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job.

The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in Bradenton Classical Academy will be housed in the Business Office and are updated periodically. Copies are available on request.

The organization is an equal opportunity employer. The organization is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The board commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, age, sex, national origin or disability. All decisions regarding employment shall be in compliance with applicable state and federal laws.

Job Type: Full-time

Salary: \$80,000.00 - \$100,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Experience:

- school administration: 3 years (Required)
- charter school: 3 years (Preferred)
- classical education: 2 years (Preferred)

License/Certification:

- Educational Leadership Certification (Required)

Work Location: In person

Application Process

Please submit resume and cover letter via email to Bradenton Classical Academy's Governing Board Chair, Sherri Davidson at sherri.davidson.classicaledu@gmail.com and Christine Mentis at cmentis@bhope.org.