



We are invested in the successful launch and operation of classical academies and other schools of excellence. Our mission is to provide the maximum time and resources to the trusted academic professionals who are doing the most important work in education – directly meeting the needs of students. Our goal is to elevate the entire charter school sector by offering a model of efficiency, effectiveness, and results-driven processes in school start-up and operational management, among other services.

Our classical schools serve kindergarten through twelfth grade, with the mission to train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

www.optimaed.org

The Opportunity

We are expanding into Lee County, FL and are seeking a K-12 Head of School who shares our passion to grow the classical education movement.

Reporting to the Director of Academics, the Head of School is the school's academic leader and lead teacher. His or her overarching role will be to maintain the integrity of the classical charter school's culture and effective learning environment. To accomplish this, the Head of School will administer and supervise every aspect of the school's daily instructional and academic functions and will set the example for all students, teachers, and staff to maintain a constant scholarly atmosphere of civility, trustworthiness, respect, and concern for one another.

In addition, the Head of School will be responsible for the educational leadership of teachers and will understand, demonstrate the use of, and implement the school's curriculum, pedagogy, and assessment to maximize educational achievement for all students, and work collaboratively to ensure working and learning climate for all teachers and students that is safe, secure and respectful.

The Head of School's essential duties and responsibilities are as follows:

Leadership

- Implementing and actively modeling, promoting and nurturing the mission, vision and core virtues, providing reports regularly to Optima and the board of directors.

- Maintaining a school atmosphere of academic excellence, civility, trustworthiness, respect, fairness, and equality.
- Building collaborative relationships among faculty, staff, and families of the school.

Instructional

- Planning, implementing, and evaluating the school instructional program based on the student needs, the curriculum guide and Florida Standards.
- Setting instructional priorities and goals.
- Ensuring alignment of curriculum with state standards.
- Reviewing teacher lesson plans and instruction to ensure compliance with standards, the school's mission, and the charter contract.
- Assuring that all academic components of the school's charter are being met.

Administrative

- Recruiting high quality instructional faculty for the school as needed.
- Planning, implementing, supervising, and evaluating all other academic programs, i.e. extra-curricular and co-curricular.
- Determining staffing needs including selection, supervision, professional development and evaluation of school instructional personnel.
- Managing state assessment procedures and compliance.
- Ensuring the school is operating within the set instructional budget.
- Overseeing the proper academic record keeping processes.
- Maintaining records such as but not limited to student test scores, attendance records, overseeing IEPs, and all other reports as needed for efficient operation of the school and compliance with federal, state and local requirements.
- Enforcing the policies and procedures of the organization as set by Optima and the board of directors, including the student code of conduct.
- Developing and implementing school rules and regulations in keeping with the policies and procedures.
- Attending and participating in meetings of the board and its committees as requested.
- Maintaining knowledge of charter school laws and statutes.

Minimum Professional Qualifications

- Candidates should have a solid understanding of classical education and a dedication to the liberal arts and the teaching of civics.
- Teaching experience at the K-12 or college level is required (preferably in a classical school).
- Bachelor's degree is required, master's degree is preferred.
- A record of academic and staff leadership.
- Five (5) years of related professional experience required.
- The ability to successfully complete background screening requirements.

To express interest, please submit the following to Kim Nichols, Human Resources Director; knichols@optimaed.com:

- Resume or CV
- Cover letter
- Statement describing your philosophy of education