



Flat Rock Classical Academy

Position Description

Job Title: Head of School

Reports to: Board of Directors

Full-time

Schedule: Year round (12-month) position

Submit Resume to: flatrockclassical@gmail.com

About Flat Rock Classical Academy

Flat Rock Classical Academy (FRCA) is an upcoming Charter school located in the beautiful mountains of Hendersonville, North Carolina. The school is slated to open Fall 2024 starting with grades K-5. Operating under the governance of its board of directors, Flat Rock Classical Academy's liberal arts and sciences curriculum is developed with support from Hillsdale College, a leader in classical learning since 1844.

Mission

Flat Rock Classical Academy's mission is to 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.

FRCA seeks to employ well-educated and articulate leaders who convey real knowledge using tried-and-true teaching methods. Students 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 students learn to think clearly and contemplate the natural order. FRCA students will learn to read, write, and speak well, and to understand themselves and the world around them.

Flat Rock Classical Academy seeks to educate students 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 School Leader

The Flat Rock Classical Academy school leader will be entrusted with the education and well-being of an expected start of approximately 250 pupils in grades K-5 adding one grade level per year. The school leader will also govern the overall reputation of the school, its constituency, and its surrounding community. The Head of School will work closely with, and report directly to, the Board of Directors and should anticipate meaningful collaboration. This leader 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 provides day-to-day direction and operational practices that represent a consistent and effective model of integrity, efficiency, and accountability.

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 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.

Knowledge and Aptitude Required for the Position

- Master's degree in education or educational administration/supervision and five years of leadership experience considered relevant by the Board of Directors.
- Knowledge of the craft of the educator, and the ability to teach well.
- The ability to communicate effectively in both oral and written forms.
- A general understanding of personnel management principles, including recruiting, hiring, supervising, and evaluating, as well as individual and organizational development.
- 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 to 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.
- Can build an administrative team. Head of School knows the mission and knows how to hire well to support that mission.
- 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.
- Is public-spirited, ambitious about the school and its effect on the wider community. 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, transportation, food services and facility areas.
- Successful School start up responsibility beginning approximately one year prior to school opening.
- Facilities development and procurement of all furnishings and supplies.
- Responsible for hiring all school staff.
- Observes and can effectively coach teachers at defined intervals; documents results and provides feedback as mentor and supervisor.
- Marketing of school to community giving monthly meetings at libraries or other locations to ensure enrollment quota is met.
- Fundraising and grant writing as needed.
- Reports at regular school board meetings on the status of the school including financial accounting and plans for upcoming activities. Possibly coordinating with CMO
- Represents the school as the senior executive leader in interactions with the public, the school constituencies, the authorizer or accreditor, and other government agencies.
- Communicates and ensures compliance with all board policies.
- Coordination with NC OCS assuring all commitments are met.