



Assistant Head for Academics

CHRIST CHURCH EPISCOPAL SCHOOL

ROLE SUMMARY

Reporting to the Head of School, the Assistant Head for Academics plays a central role in the school's daily administration and is charged with directing the academic program of the school. As a member of the Senior Leadership Team (SLT), the Assistant Head for Academics serves alongside the Assistant Head for Advancement, the Assistant Head for Finance and Operations, the Director of Enrollment Management, the Senior Chaplain, and the Chief of Staff to understand and guide all facets of School operation in plenary meetings, in smaller groups organized around internal and external operations, and in expanded groups designed to include other levels of leadership in planning and evaluation of school culture and programming.

CORE RESPONSIBILITIES

The Assistant Head for Academics will:

- Oversee the CCES curriculum to ensure that teaching and learning is well articulated and aligned across grade levels and divisions; that it is developmentally appropriate, pedagogically current, appropriately broad and challenging for the range of CCES students; and that it maintains a balance between tradition and innovation;
- Create a shared vision of academic excellence that is aligned with the school's mission and strategic initiatives and guiding the implementation of that vision;
- Provide leadership, support, and guidance to the Lower School, Middle School, and Upper School Division Heads, along with the Director of the Achievement Center, as they administer the curricular and co-curricular programs and personnel in their divisions, including performance review, assessment, and evaluation, specifically in terms of shaping a process for goal-setting, consultation, observation, and feedback;
- Coordinate with the Director of Human Resources for faculty recruitment, hiring, and onboarding, including leading efforts to recruit, hire, support, and retain a diverse faculty/staff;
- Encourage and provide meaningful faculty/staff professional learning and growth experiences; and
- Coordinate with the Assistant Head for Finance and Operations to plan for and direct all budgets.

ADDITIONAL ROLES

The Assistant Head for Academics will:

- Provide leadership and support to the strategic planning and campus master planning processes;

- Maintain a strong presence in all areas of the School, keeping the Head of School informed of the general programs and activities of the School; and
- Offer written and oral reports to the Board of Trustees.

DIRECT REPORTS

In pursuit of the above goals, the following school leaders report directly to the Assistant Head for Academics:

- The Heads of the Lower, Middle, and Upper Schools;
- The Director of the Achievement Center;
- The Director of the Arts;
- The Director of Service and Experiential Learning;
- The Director of Information Technology and Networking;
- The Academic Department Chairs and/or Team Leads across divisions;
- The Director of Community and Belonging;

QUALIFICATIONS AND ATTRIBUTES

The Assistant Head for Academics must possess:

- A strong, positive, and engaging presence among all constituencies;
- A depth of passion and experience with all aspects of Primer-12 education;
- An appreciation for Episcopal Schools and Church tradition;
- An understanding and working knowledge of both community and belonging;
- A mastery of curriculum development and instructional design, technology, 21st century best practices, and college preparatory programming;
- A mastery of teaching and experience in independent school leadership;
- Strong and effective communication skills;
- An ability to work collaboratively with and effectively lead a wide range of educational professionals and staff;
- A growth mindset regarding curriculum and faculty development and an ability to maintain high standards while supporting students and faculty;
- An ability to move from one task to another and possess an innate ability to carry out multiple responsibilities alongside other administrators, faculty, and staff;
- And strong interpersonal skills through a capacity to relate, learn, innovate, collaborate, direct, and engage with a healthy sense of humor, patience, and humility.

PRIORITIES

- Providing honest, thoughtful, timely feedback on decisions, process, and procedure in ALL areas, including conversations about both high-achieving and struggling faculty/staff;

- Serving as a sounding board and thought partner in crafting strategy, tactics, and priorities for the school, as well as in navigating challenging situations;
- Ensuring that all school programming (particularly curriculum) runs on time with high quality; that the school's programming allows faculty and staff to grow as professionals; and that the leaders of major areas that directly affect student-experience (Division Heads, arts, athletics, auxiliary programs, etc.) are equipped and empowered to manage their respective areas;
- Fostering leadership development and growing increased capacity in all areas;
- Ensuring that all areas (academics, arts, athletics, and service) play well together;
- Orienting (with Director of HR, Division Heads, and Department leads) new faculty/staff appropriately so that they are positioned for success;
- Serving as coordinator/liaison between academic and non-academic areas of the school.

APPLICATION PROCESS AND ADDITIONAL INFORMATION

- Candidates should submit a current resume and a cover letter explaining their interest in and qualifications for this leadership position **as a single pdf** to Kathy Corwin, Executive Assistant to the Head of School (corwink@cces.org).
- The school will conduct interviews with finalists on a rolling basis until the position is filled.
- Competitive salary and benefits commensurate with experience and expertise.
- CCES is a smoke-free, drug-free workplace. Faculty and staff hiring practices are in compliance with SAIS standards and NAIS Principles of Good Practice, as well as the principle of equal opportunity employment. It is the school's policy to employ staff, administrators, and faculty based on their qualifications, experience, knowledge, and ability to perform essential functions of the job. Decisions regarding recruitment, selection, placement, and transfers are based on job-related criteria without regard to the individual's sex, race, color, national or ethnic origin, creed, religion, sexual orientation, or any handicap unrelated to the individual's ability to perform the essential functions of the job.
- **The Assistant Head for Academics will begin work on or before July 1, 2025.**

CHRIST CHURCH EPISCOPAL SCHOOL

Founded in 1959, CCES enrolls over 1,200 students in Primer (K5) through grade twelve. CCES is an International Baccalaureate (IB) World School, offering IB courses and is accredited by SAIS (Southern Association of Independent Schools). The Upper School also offers AP courses and is a member of the Global Online Academy. As an Episcopal school, CCES is committed to developing the full range of students' abilities and interests: intellectual, artistic, athletic, spiritual, and the critical character traits that ensure a fulfilling life. Admission to the school is competitive, and both our parents and students value achievement and community.