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tawarriors.org

## **Position Announcement for Head of School**

### **Position Overview:**

The Head of School at Tidewater Academy is a pivotal role, reporting directly to the Board of Directors. This position holds comprehensive authority and accountability for the day-to-day operations of the school, encompassing the administration of academic and extracurricular programs as well as personnel and business management. The incumbent will play a crucial role in: identifying and assessing strategic opportunities; steering educational initiatives; overseeing faculty development; optimizing the school environment, student wellness, and safety; achieving annual financial goals, balancing the budget, and ensuring diversity of revenue streams; integrating school values throughout the academic program and student experience; and nurturing professional relationships with students, parents, and the wider community, effectively strengthening the Tidewater Academy family.

The ideal candidate is characterized by a visionary mindset, exemplifying strong leadership qualities, and demonstrating an unwavering commitment to educational excellence. Creating a nurturing and inclusive environment for both students and faculty is paramount. The successful candidate will boast a proven track record in effective communication, strategic decision-making, resourcefulness, staff and organization management, and the cultivation of a positive school culture.

### **Key Responsibilities:**

#### **Purpose in Leadership:**

- Wholeheartedly embody and exemplify the school's values of trust, kindness, and creativity, ensuring their consistent integration into all aspects of school programming and decision-making.
- Commit to the school's purpose, mission, and intended educational objectives; execute daily to achieve; and promote the characteristics and opportunities that distinguish Tidewater Academy.
- Foster collaborative partnerships with faculty, staff, and volunteers to ensure that administrative, academic, and extracurricular programs effectively cater to student learning and needs while aligning seamlessly with the school's mission and values.

#### **Board Relations and Governance:**

- Ensure the Board is comprehensively briefed on all school matters through detailed reports during board meetings and immediate communication following significant school events or developments.
- Supply pertinent data to support the Board in its decision-making processes.

- Formulate recommendations for the Board’s consideration, encompassing operating and capital budgets, with a meticulous overview of all income and expenditure categories.
- Seek guidance from the Board on potential new initiatives, demonstrating a collaborative approach to decision-making.
- Play a pivotal role in the Board’s strategic planning process, contributing to the school’s long-term vision and objectives.
- Collaboratively set annual performance goals with the Board, ensuring alignment with organizational priorities.

### **Academic and Ethical Standards:**

- Ensure the adherence to rigorous academic and ethical standards within the school.
- Take charge of the comprehensive processes of hiring, supervision, evaluation, and dismissal of administrators, faculty, and staff members.
- Cultivate a culture of professionalism, collegiality, and ethical conduct among the faculty.
- Spearhead initiatives for the ongoing professional development of the faculty.
- Exercise supervision over the selection of curricula, class schedules, assessments, graduation requirements, and all facets of the school’s academic program.
- Strategically enhance the physical learning environment and optimize technology integration across all instructional areas.
- Incorporate character education and ethical teaching aligned with the mission of the school.
- Ensure timely and informative reporting of student progress to parents, fostering a transparent and collaborative relationship.
- Model professionalism, and effectively represent the school with positive and professional appearance and conduct to staff, students, community, and external stakeholders.

### **Student Life and Culture:**

- Orchestrate student activities and extracurricular opportunities with meticulous planning and execution.
- Administer the school’s discipline policies and uphold high standards of conduct.
- Exercise oversight over the school’s support systems, including counseling, academic support, before-and-after school and summer programs, college or secondary school counseling, career readiness, etc.
- Take charge of the school’s safety programs, encompassing building security, emergency procedures, transportation regulations, tornado and fire drills, ensuring compliance and readiness.
- Actively promote a healthy student culture within and beyond the school environment.
- Strategically plan and optimize all school gatherings, including assemblies, sporting events, performances, to enhance overall school experience.

- Communicate school news, updates, and other information regularly and effectively with students, patrons, and staff, and recognize that communication builds trust, cohesiveness, and engagement among the school community.

### **Business and Operations Management:**

- Demonstrate a comprehensive understanding of and effectively supervise the business functions of the school, including budgeting, monitoring, and reporting income, expenses, investments, and cash flow, as well as maintaining meticulous records and collaborating with the school's auditors.
- Take charge of all employments and human relations matters, covering contracts, salaries, benefits, job assignments, orientation, performance evaluation, retentions and dismissals, personnel records, and adherence to the employee handbook.
- Exercise oversight over the maintenance and cleaning of buildings, grounds, and all plant operations, including vehicles, to ensure optimal functionality.
- Plan and execute all major capital purchases, repairs, and building projects, demonstrating strategic leadership in facilities management.
- Ensure school's preschool and K-12 educational programs achieve expected endorsements, namely preschool licensure via the Department of Education of the Commonwealth of Virginia and accreditation through the Virginia Association of Independent Schools (VAIS), respectively.

### **Institutional Advancement and Strategy:**

- Provide comprehensive supervision and assistance to the admissions functions of the school, overseeing recruitment programs, internal marketing, external outreach, website development and maintenance, information dissemination, as well as managing applicant testing and interviewing processes.
- Take charge of the admissions decision-making process, including the administration of the school's financial aid program, ensuring a strategic and efficient approach to enrollment management.
- Strategically plan and enhance the school's fundraising programs, including the annual fund, capital campaigns, planned giving, and major events.
- Take charge of the school's development efforts, leading the identification, cultivation, appreciation, and communication with past and prospective donors.
- Exercise oversight over the school's relations with alumni, involving the development and maintenance of the alumni database, implementation of communication programs, and coordination of special events.
- Supervise all volunteer efforts, encompassing those contributed by individuals or organized through entities like the parents' association, all reporting to the Head of School or designated representative.

**Intended Qualifications:**

- Advanced degree in education or a related field.
- Extensive leadership and administration experience in a segment of K-12 education.
- A strong desire to work in an independent school and an understanding of the challenges and advantages private education affords.
- Proven track record of effective communication, strategic decision-making, and fostering a positive school culture.
- Visionary mindset with a deep commitment to educational excellence.
- Familiarity with current trends and best practices in education.
- Demonstrated ability to build and maintain strong relationships with diverse stakeholders.
- Strong leadership qualities and experience in personnel management.
- Knowledge of budgeting, financial management, and fundraising strategies.
- Executive-level expertise to direct all aspects of organization's infrastructure and resources.

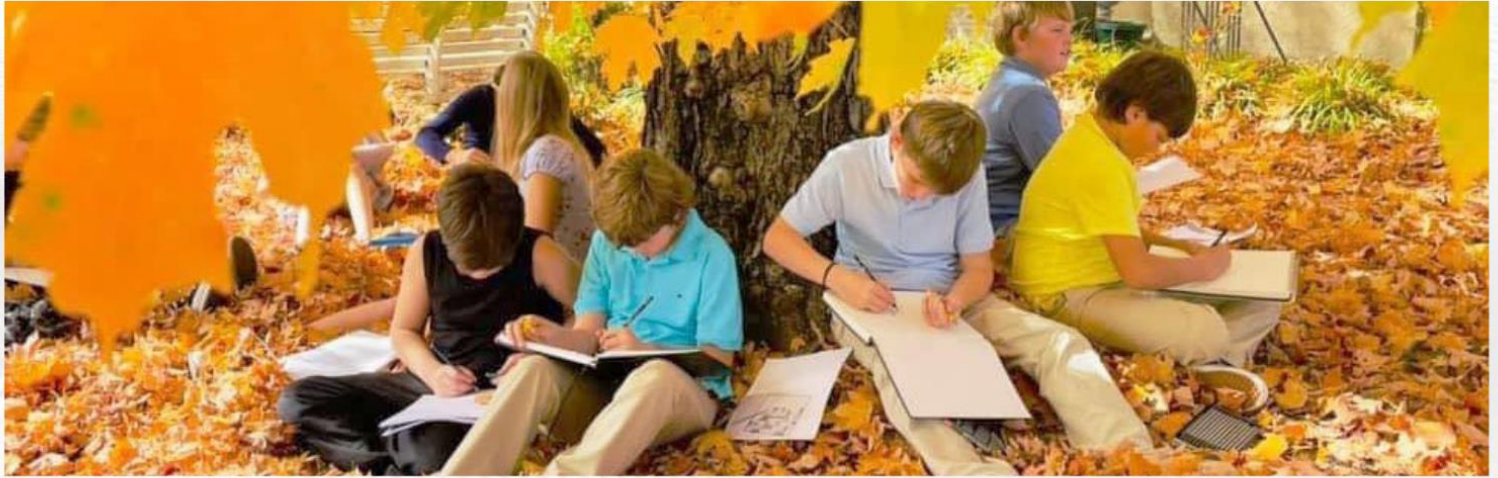
**Application and Timeline:**

Interested candidates are invited to submit a comprehensive resume, a cover letter outlining their vision for educational leadership, and contact information for three (3) professional references to Mr. Joe Crews at [TABoardofDirectors@gmail.com](mailto:TABoardofDirectors@gmail.com).

Please do not contact the school.

Initial review of materials will begin February 15. The position will remain open until filled.

The new Head of School will begin work June 2024, unless otherwise negotiated.



Tidewater Academy is an independent day school in Wakefield, Virginia (Sussex County) proudly celebrating 60 years delivering private education.

## MISSION AND PURPOSE

Tidewater Academy offers students an engaging curriculum, encourages good citizenship and service to others, and empowers students to be leaders in their communities.

The purpose of Tidewater Academy is to graduate students to be highly competitive for post-graduation career or college pursuits, substantiating a workforce to positively influence local and regional communities.

## SCHOOL VALUES

### TRUST: INSPIRING CONFIDENCE

- Make sound decisions
- Keep your word
- Deliver on commitments
- Faithful to time-honored education and ethics

### KINDNESS: CREATING BELONGING

- Be considerate of one another
- Treat each other with respect
- Honor what makes each of us unique
- Have a giving spirit

### CREATIVITY: EMBRACING NEW POSSIBILITIES

- Bring excitement to learning
- Explore innovative practices
- Spark imagination

## SNAPSHOT

Founded: 1964

Mascot: Warriors

Grades: PK-12

Enrollment: 190 students

Average class size: 13

Accreditation: Virginia Association of Independent Schools

Preschool Licensure: Virginia Department of Education

Dual Enrollment & Career Tech Partner: Brightpoint Community College (Chester, VA)

Acceptance @ First Choice College: 90%

K-12 Tuition: \$5450 - \$6500

Counties Most Served: Sussex, Surry, Prince George, Southampton

Athletic Conference: Virginia Colonial Conference

☎ 757-899-5401

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