CALVARY
EPISCOPAL PREPARATORY
REVERENCE • RESPECT • RESPONSIBILITY

Calvary Episcopal Preparatory provides a superior education while inspiring Reverence for God, Respect for others, and Responsibility for self.

Head of School Job Description

Key Responsibilities

The Head of School reports to the Board of Trustees and leads all aspects of school life.

Mission and Spiritual Leadership

- Model and promote the school's mission, purpose, leadership and values.
- Serve as the spiritual leader of the school by modeling a visible life of faith and servant leadership, and by articulating and affirming the essential elements of the school's Episcopal identity.
- Foster and continue to nurture a strong relationship with Calvary Episcopal Church.
- Maintain accreditation with SAES.
- Participate actively in chapel, prayer, worship and service.
- Accept ultimate responsibility for safeguarding and promoting the welfare of students and staff, maintaining a safe and secure school environment at all times.
- Demonstrate a commitment to inclusion, respect for individuality and regard for the dignity of every person.

Presence and Relationships

- Be highly visible every day in classrooms, hallways, chapel, carpool, athletics and school events.
- Know students and families by name.
- Represent the school to all its constituents, including parents, students, faculty and staff, alumni, the Calvary Episcopal Church community and the public.

Communication and Listening

- Communicate clearly, proactively and consistently with faculty, staff, families and the Board of Trustees, building trust and credibility.
- Listen attentively and empathetically, invite feedback, follow through in a timely manner and preserve confidentiality.

- Serve as the school's principal representative and spokesperson with families, alumni, media, civic groups and the broader community.
- Represent the school at community, civic and professional events, and maintain a visible professional presence that reflects the school's mission and values, building and sustaining community relationships.
- Partner with the Board of Trustees and advancement staff to identify, cultivate and steward major individual donors and foundation prospects.

Academic Leadership

- Maintain high academic standards and align curriculum and expectations across PK3–12, understanding the unique developmental ranges of the grade levels.
- Differentiate instruction and remain flexible to serve the needs of all PK3–12 students.
- Provide practical professional development for all staff at all grade levels.

Faculty Support

- Select and hire qualified faculty and administrators in accordance with the school's policies.
- Attract, develop and retain faculty and staff of the highest caliber.
- Support faculty and present a unified front with them in all matters, including their work with parents, recognizing their efforts and protecting morale.
- Collaborate with faculty to ensure academic standards are met and innovative teaching methods are used.
- Consistently and efficiently observe faculty in the classroom, documenting evaluations while nurturing a positive and encouraging atmosphere.
- Respect faculty workload and personal time, and foster trust and professional autonomy.

Operations

- Oversee all operational matters of the school, including staffing, programs, school finances and budget creation and management, ensuring that expenditures are consistent with the approved budget.
- Collaborate with the CFO, the Finance Committee and staff to develop and implement an annual operating budget.
- Bring structure to scheduling, roles and cross-division communication.
- Ensure timely access to resources, including technology and supplies.
- Set clear expectations for parent partnership and conduct.

Strategy and Stewardship

- Engage with the Board of Trustees on strategic conversations and planning, keeping the Board fully informed about the condition of the school and the factors influencing it.
- Drive enrollment growth and student retention.
- Partner with the Board of Trustees on finances and advancement, implementing and monitoring strategic initiatives to fulfill short- and long-term learning objectives.

Qualifications

- An active, practicing Christian faith; Episcopal affiliation or familiarity preferred.
- Master's degree in education, educational administration or a related field; doctorate is a plus.
- Classroom teaching experience and significant senior leadership in a PK–12 or comparable independent school.
- Expertise in curriculum and instruction across grades PK3–12.
- Proven success as a strong leader at all levels, with sound management and organizational skills.
- Leadership and facilitative skills, including the ability to relate effectively with the Rector of Calvary Episcopal Church, the Board of Trustees, faculty and staff, parents, students and the community.
- Ability to attract, supervise, develop and retain faculty.
- A proven record of remarkable growth in academics, faculty culture and enrollment.
- Experience working with a Board of Trustees and in budgeting and advancement.