

## **POSITION DESCRIPTION**

### **POSITION:**

Head of School

### **INSTITUTION:**

Founded in 1978 as Dore Academy and located in Charlotte, NC, The John Crosland School was the first school in North Carolina dedicated to the education of children with learning and attention differences. The Crosland School serves students with ADHD/focusing, dyslexia, executive functioning, processing information, expressive/receptive language, navigating common social skills, following directions, reading comprehension, dysgraphia and dyscalculia issues. The school uses a holistic approach, combining innovative academic tools with enrichment programs, sports, the arts, and executive functions classes to close the learning gap and create well-rounded students. For more information, please visit [www.johncroslandschool.org](http://www.johncroslandschool.org).

### **REPORTS/RELATIONSHIPS:**

The Head of School is hired by, and reports to, the Board of Directors. The Head of School leads and manages the faculty, administration, and staff.

### **BASIC FUNCTIONS:**

The Head of School serves as the Chief Executive/Chief Operating Officer and is responsible for leading the administrative, instructional, and support personnel in a manner necessary to accomplish the strategic and operational objectives. In general terms, the Head of School will be accountable for:

- Providing exemplary education for children with learning disabilities and ADHD.
- Maintaining a school experience that elevates every student's social, academic and cultural awareness, and provides coping tools and skills for the entire family.
- Policies, procedures, and systems designed to ensure efficient, effective, and fiscally responsible operation of the school.
- Maintaining existing, and developing new, relationships with students, parents, teachers, administrators, referral sources, donors, and others in the community.

Specific responsibilities include, but may not necessarily be limited to, the following:

- Develop and maintain a good working relationship with the Board of Directors to design and implement an effective strategy for the operation of the school. Ensure the goals of the Board are implemented, maintained, evaluated, and communicated effectively with the Board, staff, families, and other stakeholders in the best interest of the school.
- Plan, revise, and/or implement, as necessary, an organizational structure to accomplish school goals. Recruit, supervise, develop, evaluate, and retain faculty and staff necessary to accomplish school objectives.
- Organize, implement, and evaluate a strong instructional program for all grades incorporating, as necessary, new research, programs, tactics, and methodologies to drive educational success.

- Participate in admissions process; determining programs for recruitment of students, including marketing and outreach, applicant testing, interviews, acceptance parameters and decisions.
- Manage the school in a fiscally responsible manner; oversee the development and implementation of the school's budget.
- Manage the school's physical plant and grounds, including facility operations, maintenance, lease agreements, and any new projects.
- Develop, implement, and revise policies and procedures consistent with school objectives, assessed needs, applicable laws, rules, and regulations to ensure efficient and effective school operations.
- Act as the school's representative, in the capacity of CEO, interacting with other schools, professional organizations, referral sources, media, business firms, agencies of government, and the general public. Promote the school locally and regionally, including: (1) developing, nurturing, and maintaining effective strategic partnerships; (2) developing and managing the marketing and public relations strategies of the school, and (3) demonstrating the utmost integrity and professionalism in and outside the school, providing a role model for students, and being an active participant in the community.
- Participate in fundraising activities for the school; support the Director of Institutional Advancement in the pursuit of external funding sources to ensure continued financial stability of the school.
- Maintain professional development activities, as appropriate.

**REQUIREMENTS:**

- Significant leadership experience in school administration and management, or any equivalent combination of training and experience.
- Honesty and integrity above reproach; ability to promote these same qualities in faculty, staff, and administration.
- Excellent communication skills (written and verbal); adept at public speaking.
- Excellent interpersonal and leadership skills; ability to work with a diverse group of individuals and stakeholders.
- Strategic and analytical thinker; solid problem solving skills.
- Financial and business acumen.
- Desire to promote a nurturing and inclusive culture celebrating each child's uniqueness.
- Master's degree in education administration, business administration, or related field; advanced degree/doctorate preferred.

**COMPENSATION:**

Compensation will be commensurate with experience, which includes a competitive base salary, benefits, and relocation assistance.

For additional information or to submit a resume, please email [HOS@colemanlew.com](mailto:HOS@colemanlew.com).