



New Hope Academy

Associate Head of School

New Hope Academy is a Christ-centered community school with an economically, racially, and culturally diverse student body. We exist to serve low-income families by establishing a solid biblical worldview, instilling vision, confirming hope, and preparing each young person for a life of service.

We believe that children are persons carefully and wonderfully made by God, born in His image, fallen in nature, but with the possibility of being redeemed and reconciled through the death and resurrection of Jesus Christ. Children are valued for who they are not for who they will become. Children are born with an innate curiosity to learn about the world in which they live. They are born with gifts and abilities that must be uncovered and strengthened. Education is a vehicle that allows children to explore and experience God's amazing world.

New Hope Academy (NHA) is rooted in Christian Classical Education and the idea that true education begins by teaching and discipling the whole child. At NHA, an atmosphere of learning is created by the teacher who seeks to cultivate wisdom by nourishing the child's mind and soul around beauty, goodness, and truth. The teacher brings learning to life through a thematic, multidisciplinary educational model carried out through small-class discipleship.

Job Title: Associate Head of School

Department: Academics & Administration

Reports To: New Hope Academy Head of School

Classification: 12-month staff position

Hours: Full-time, exempt

Salary: Competitive and commensurate with capability and experience

Benefits: Applicable

Start Date: July 1, 2024

Job Summary:

The Associate Head of School is a full-time, twelve (12) month position. He or she is charged with the comprehensive responsibility for day-to-day activities involving students and faculty. The Associate Head of School will serve as a member of the school's Leadership Team and help develop, enforce, and implement policies, programs, curriculum activities, and budgets. The Associate Head of School will assist in achieving the mission and vision of New Hope Academy. His or her specific responsibilities include the following:

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Primary Responsibilities:

Responsibilities include, but are not limited to:

- Final decision maker in case of absence of Head of School

Curriculum & Instruction:

- Oversight of the school's curriculum
- Researching the latest trends and ideas of modern education, classical education, and Charlotte Mason
- Supervising, mentoring, supporting, and directing the Instructional Coaches

Faculty:

- Managing the process of hiring faculty and substitutes
- Mentoring, training, and evaluating new faculty
- Shepherding, leading, challenging, supporting, training, and evaluating all faculty
- Oversee all faculty committees
- Preparing and implementing professional development, ongoing faculty training through faculty meetings, and individual training as needed
- Initiates the dismissal process of a faculty or student
- Ensure the academic guidance of students; assist teachers in maintaining academic records on all students
- Conduct regular faculty meetings
- Supporting faculty with the needs of all students
- Supervising, supporting, and overseeing the Learning Lab and Interventionists

Culture:

- Upholding professional standards of personal presentation, punctuality, professional courtesy, and discretion
- Honor the confidentiality of school, student, and employee information
- Maintain an atmosphere where employee relations are positive, supportive, and collegial
- To be a visible presence in all areas; to work toward a resolution of all problems – both routine and unique – as they arise; to keep the Head of School informed of the general programs, activities, and problems that impact the school
- To provide an orderly, controlled, environment in which learning can take place, a school climate that is supportive, and which reflects high morale
- Helping with the implementation of special events: Cultural Fair, Book Fair, Guest speakers, Faculty Appreciation, and other designated events

Discipleship:

- Oversee Devotions – direction, theology, lesson plans, and teaching
- Partnering with the Counseling Department to help meet the social and emotional needs of students

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Discipleship (continued):

- To be responsible for establishing guidelines for proper student conduct and dress; to maintain student discipline consonant with school policies; to monitor students' adherence to established school rules; to maintain accurate records of student attendance and citizenship
- Supporting the Head of School and Faculty in the Discipleship of students

Administration:

- Writing and corresponding with members of the NHA community and educational professionals from around the world, writing various news releases, web pages, speeches, and curriculum documents
- Working closely with the Head of School to arrange meetings and events
- Overseeing field trips, faculty personal days, and faculty professional days
- Prepare a master class schedule and assign teachers and students to classes and other obligations
- Ordering achievement test materials, overseeing yearly achievement tests, evaluating results, and implementing changes needed to improve results
- Attending parent meetings, communicating with parents, and being available for parent conferences
- Attending conferences
- Responding to inquiries about New Hope Academy, leading tours, and attending meetings
- Teaching and speaking on NHA's educational philosophy to various constituents
- Work effectively with the Head of School and leadership team to ensure that the school meets its mission, vision, beliefs, values, and educational aims
- To perform other duties as assigned by the Head of School

Physical Requirements

The candidate should be capable of lifting up to 25 pounds, sitting at a computer, conducting long telephone discussions, and driving.

Qualifications:

The *Associate Head of School* must have a relationship with Jesus Christ. The candidate will understand the mission of New Hope Academy and be committed to the mission, vision, philosophy of education, and theology of New Hope. The ideal candidate will hold a master's degree in the education field or equivalent as well as a minimum of five (5) years of teaching experience which preferably would include experience in a Classical Christian school or a Christian school using the Charlotte Mason approach or integrated unit studies. This candidate must also have a minimum of two years of supervisory or leadership experience. This person must possess a strong work ethic; enjoy problem-solving; and be able to work independently. He or she must also be able to communicate professionally and patiently with parents, students, and colleagues. The ability to handle large amounts of confidential information, especially as it relates to families attending New Hope Academy, is required. The ideal candidate will have experience working with children from low-income households. The candidate will have the aptitude to shepherd, counsel, teach, and train a diverse group of individuals. Further, the candidate will have excellent presentation and communication skills with the ability to facilitate various meetings. Finally, the candidate must be proficient in the use of e-mail, Microsoft Office, Microsoft Excel, and Google Docs.

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