



## **JOB DESCRIPTION: HEAD OF SCHOOL**

**BACKGROUND:** Evergreen Country Day School (ECDS) is an independent co-ed school, comprising approximately 200 students, ranging from toddler through 8th grade. The school, founded in 1971, is located about 30 minutes west of Denver in the beautiful foothills community of Evergreen, Colorado. The culture of the school is created by community: faculty, staff, students, and families. ECDS is constantly striving to cultivate a community that promotes a positive culture within the school, one where all students receive a well-rounded academic education while building global citizens with great character and integrity.

**MISSION AND PHILOSOPHY:** The mission and philosophy of ECDS runs deep within the heart of the school. The school's mission is "Evergreen Country Day inspires and prepares students to THRIVE and to create a better world." The school's philosophy is **THRIVE: Transformation, Heads, Hands, Hearts, Relationships, Inspiration, Vigor and Emotional Intelligence**. The mission, coupled with the school's philosophy, are the building blocks of the school, inspiring each and every student to be their best self and to truly value, and live with, integrity, honesty and respect for others and their community.

**QUALIFICATIONS:** The ideal candidate for ECDS should be a strong, successful educator with demonstrated leadership in school administration and a commitment to independent education. Candidates must be able to embrace, articulate, and promote the school's vision of educating young people. Additionally, the candidate should have organizational and managerial experience in an educational setting; demonstrated leadership qualities; strong integrity; the ability to maintain confidentiality; exceptional writing, editing and public speaking skills; and be a creative problem solver and strategic thinker,

## **PRINCIPAL DUTIES OF THE HEAD OF SCHOOL:**

### OVERALL

- The Head of School should embody and articulate the mission and philosophy of the school.
- The Head of School should foster traditions, relationships, and practices that determine the school's climate and culture.
- As the sole employee of the Board of Trustees, the Head of School is responsible for the overall management of the school, in accordance with the Board's policies.
- The Head of School will have complete oversight and overall responsibility for board relations, curriculum and instruction, student life, business affairs, admissions and development.

## EDUCATION

- Coordinate academic leadership and the curricula in achieving the educational goals of the school, the divisions and the classrooms.
- Coordinate and attend all Head teacher meetings.
- Maintain school discipline policy in a consistent and respectful manner.
- Create a “team” morale and a shared vision with educators.
- Uphold the academic and ethical standards of the school.
- Supervise the all aspects of the school’s academic program. The Head of School should have experience in curriculum change, program development and/or implementation.
- Continue to pursue a philosophy of “meeting the children where they are” to provide both assistance and enrichment to students of all capabilities.

## FINANCE

- Supervise and understand the business functions of the school, including budgeting, monitoring and reporting income, expenses, investments and cash flow.

## PERSONNEL MANAGEMENT

- Hire, train, supervise, evaluate and dismiss all administrators, faculty and staff members.
- Foster professionalism, collegiality and ethical conduct within the faculty.
- Provide for, and encourage, the professional development of the faculty.
- Administer equitable systems of compensation and working conditions for all staff.

## DEVELOPMENT AND FUND RAISING

- Supervise the Director of Development to plan and optimize the school’s fund-raising programs, including the annual fund, capital campaigns, planned giving and fund raising events.
- Supervise the school’s donor cultivation programs.

## ENROLLMENT, MARKETING AND FINANCIAL AID

- Supervise the enrollment management of the school, including retention, recruitment programs, internal marketing, external outreach, website development and maintenance, information dissemination and application testing and interviewing. Create strong programs to provide maximum enrollment and stability in the student body.
- Supervise the admissions decision-making process, including administration of the school’s financial aid program.

## PUBLIC RELATIONS

- Serve as spokesperson for the school, both internally and externally, communicating with the school’s constituents including students, parents, faculty, staff, alumni, neighbors, business community, governmental agencies and local, state, regional and national educational organizations and accrediting agencies.
- Provide a public face of the school and be involved in the Evergreen community.

### RESPONSIBILITY TO BOARD OF DIRECTORS

- Report directly to the Board of Directors, and serve as an ex-officio, non-voting member of the board and all board committees.
- Keep the Board apprised of developing new policies and initiatives.
- Make recommendations to the Board for approval of the operating and capital budgets, including all categories of income and expenditures.
- Keep the Board informed of all aspects of school communications, through reports at report meetings and immediate communication following major school events or happenings.
- Provide data to assist the Board in its work.
- Assist the Board chair and/or executive committee in setting board and committee meeting agendas and discussion topics.
- Work in partnership with the Board's strategic planning process.
- Jointly with the Board, set annual goals for his/her performance.
- Provide documentation materials for the Board to use in his/her evaluation.
- Ensure that Board records and minutes are properly filed and otherwise assist the Board in its work, as requested.

### TO APPLY:

ECDS is seeking a Head of School beginning with the 2020 school year. If interested, please submit curriculum vitae, cover letter, and statement of educational philosophy to:  
Barb Egan, The Business of School, headsearch19@gmail.com