

St. Johns Country Day School

3100 Doctors Lake Road
Orange Park, Florida 32073

St. Johns Country Day School's mission is to provide a superior college preparatory program with a diverse curriculum that stresses academic accomplishment, artistic expression, and athletic participation in a supportive family atmosphere that fosters self-reliance and ethical responsibility.

Serving 600 students from age 3 through Grade 12, St. Johns Country Day School is one of the pre-eminent college-preparatory schools in the Jacksonville area.

Job Title: Interim Head of School

Reports to: President, St. Johns Country Day School Board of Trustees

Posting Date: May, 2018

Effective Date: Immediate, until a permanent Head of School is identified and hired by the Board of Trustees

Role Executive Summary: The Interim Head of St. Johns Country Day School will be responsible for the leadership and management of the school consistent with St. Johns' mission and values under the supervision and direction of the Board of Trustees. The Interim Head will work within the framework of the school's culture, policies, procedures, and Board approved budget to:

- Ensure the holistic educational development and effective operation of the school
- Promote the achievement of excellence in academics, arts, and athletics
- Continue to deliver on the school's strategic plans

Interim Head of School Responsibilities:

As the chief executive, official advisor, and agent of the Board, the Interim Head has primary responsibility for the day-to-day operation of the school and will carry out school policies and the decisions of the Board. The Interim Head will be expected to reasonably anticipate St. Johns' developing needs, interpret those needs to the Board, and provide leadership in resolving issues.

The Interim Head will be the chief administrative and educational leader of St. Johns. As such, the Interim Head will have direct supervision over all school and school-related activities. The Interim Head will be responsible for preparation of the annual budget, subject to the approval of the Board, and for the management of all enrollment, business, and development affairs pertaining to the school.

The Interim Head will be responsible for the school's academic, arts, athletic, and auxiliary and other programs. This includes overseeing the students and their discipline, including the suspension and expulsion of any student in accordance with the policies of the Board, as well as the upkeep of the grounds and buildings of the school.

The Interim Head will have such other powers and duties as are necessary to administer the policies and programs of the school as the Board may from time to time, prescribe and determine.

Interim Head Objectives for 2018-19

- Provide leadership and stability for students, faculty, and parents
- Provide guidance and mentoring for the incoming Head of Lower School
- Provide guidance and mentoring for the incoming Head of Middle School
- Lead the school through upcoming accreditation
- Manage adjustments to the budget based on various enrollment scenarios
- Provide an experienced perspective to the Head of School Search Committee
- Provide an experienced executive viewpoint to the Board of Trustees

Desired Qualifications

St. Johns Country Day School seeks candidates who:

- Have a master's degree or higher, preferably in education or a related field
- Have a thorough understanding of a college preparatory program
- Have experience with Preschool through Grade 12 students, families, and programs
- Have the demonstrated ability to encourage, inspire, and appreciate faculty and staff members and set high standards
- Have executive experience working collaboratively with large groups of employees to achieve common goals
- Have substantial business experience and the proven ability to manage a \$10 million annual budget
- Can demonstrate their desire and ability to work first-hand to motivate students to help them reach for excellence and achieve their full potential

TO APPLY

Interested and qualified candidates should submit electronically in one e-mail and as separate documents the following materials:

- A cover letter expressing interest and a summary of the reasons you should be considered as a candidate for the Interim Head of School position at St. Johns Country Day School
- A current résumé
- A list of 3 references with name, phone number, and email address of each to:

Holli Kennedy
Assistant to the Headmaster and Board of Trustees

St. Johns Country Day School
3100 Doctors Lake Drive
Orange Park, FL 32073
Email: hkennedy@sjcds.net
sjcds.net

ST. JOHNS COUNTRY DAY SCHOOL PHILOSOPHY

St. Johns Country Day School provides a strong college preparatory program. It maintains high academic standards and offers a demanding curriculum intended to interest all students and challenge them to discover their own capabilities. Its aim is to develop young people who are independent, self-reliant individuals prepared for college and for life. Admission is based on developmental maturity, academic achievement, and aptitude regardless of sex, race, color, national or ethnic origin, religion or religious creed.

Learning is enhanced by small classes, the interaction of students in Grades Pre-K through 12, and the utilization of the attractive campus environment. Recognizing individual learning styles, teachers employ a variety of instructional techniques.

St. Johns Country Day School, a non-denominational school founded upon Judeo-Christian principles, is proud of its tradition of developing in each of its students a sense of self-worth and respect for the values of a diverse school community. St. Johns remains committed to nurture in its students a continuing desire to learn and will continue to provide to its students the skills necessary to successfully pursue their goals.