



Rochester  
Classical Academy

## 2025 Head of School Job Posting Rochester Classical Academy

### Mission

The mission of Rochester Classical Academy is to cultivate in students a godly character and a joyful spirit of inquiry into God and His creation, so that they can engage the world for Christ with wisdom, virtue, and eloquence.

### About Us

Rochester Classical Academy (RCA) is a classical Christian school in Rochester, New York and a member of the Association of Classical Christian Schools (ACCS). We began operating in Fall 2019 and have now expanded to 70 students in PreK through 6th grade. RCA seeks to educate the whole child, with excellent academics not being the *goal* of our school, but instead the *means* to developing godly character in students so that they may grow into God-honoring adults who have the skills and capacity to serve His kingdom. Through our covenantal Christian community, and classically founded curricula, we partner with parents to shepherd their children through this critical time as they grow and learn.

### The Opportunity

The Board of Directors is committed to growing RCA by one grade per year until we reach 12<sup>th</sup> grade. As our student population has grown, temporary leadership positions have been put in place and the Board seeks to replace our interim part-time Principal with a permanent Head of School position to shepherd our school into the next stage of development. This is an essential role that will serve as a leader and sustainer of our current lower school culture and academics, while also pioneering the first years of Upper School as we continue to plan, fundraise, and cast vision to ensure the long term sustainability of our school.

**Position:** Head of School

**Reports to:** Board of Directors

**Position Start Date:** Spring/Summer 2025

**Location:** Rochester Classical Academy - 1775 East Avenue Rochester, NY 14610

### Application Instructions

Please email CV and Cover Letter to [info@rochesterclassicalacademy.org](mailto:info@rochesterclassicalacademy.org).

Screenings will begin mid-January 2025.



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## Position Qualifications

Candidates for the Head of School will be men and women who:

- Are committed Christians with a deep love for God and a deep love for their neighbors
- Adhere to high standards of personal piety and godliness
- Have a deep love for the Christian scriptures and are committed to studying those scriptures and growing in their faith
- Can communicate and defend their faith in an intellectually coherent way
- Are an active member of a church with a good reputation in the community
- Lead with humility and serve well with joy
- Are articulate, poised and display diplomacy, grace, integrity and courage
- Demonstrate they have an insatiable love for learning on a wide range of topics
- Are knowledgeable about the Classical Tradition in education, and enthusiastically support that approach
- Possess no less than a Master's degree, or demonstrate equivalent experience in Classical Education
- Possess a minimum 5 years classroom experience.
- Demonstrate competence and experience with current technology
- Possess excellent written and oral communication skills
- Are self-starters who lead well without a high-level of daily direction

## The Exceptional Candidate

We expect all candidates for the position of Head of School to have the qualifications identified above, and to be prepared to fulfill the position responsibilities we have described. Candidates that will differentiate themselves will:

- Articulate a confident vision for classical Christian education
- Have a strong vision for the role of parents in education, and be able to skillfully communicate and foster effective parental engagement with their students and RCA
- Understand the importance of engaging with the community, and are comfortable and effective in doing so
- Demonstrate a vision for Christian school leadership, and demonstrate prior experience in managing a team well
- Demonstrate a commitment to operational excellence, seeking out best practices in classical and Christian education, and initiating improvements
- Exceptional communicator
- Highly organized with an appropriate level of attention to detail
- Dedicated to personal and staff professional development, with a vision for fulfilling that objective
- A selfless commitment to the schools constituents



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## **Responsibilities**

The Head of School will be responsible for the day-to-day operations of the school, including managing teachers and volunteers, while fulfilling the key responsibilities outlined below. A more detailed job description for specific areas will be provided later in the hiring process.

### **Academic**

- Curriculum
- Teacher Development
- School Communication
- Internal Events
- Student Discipline

### **Operational**

- Administrative:
  - Financial, Record keeping, Calendars, Regulations, Policies
- Human Resources
- Admissions
- Fundraising
- Communication
- External Events
- Facilities
- Vision & Strategic Plan