**PRESIDENT AND HEAD OF SCHOOL**

Admiral Farragut Academy, a St. Petersburg, FL K-12 independent, day and boarding school with 475 students and 110 employees seeks a passionate full-time President and Head of School. The person in this position leads all aspects of Admiral Farragut Academy’s operations and overall administration with an emphasis on strategic goals, continual growth, financial stability, student success, and employee engagement. The President and Head of School is the primary administrator and chief educator of the school and as such bears ultimate responsibility for all students, employees, programs, policies, and the cultural, financial, academic, and business health of Admiral Farragut Academy.

**PROFESSIONAL EXPERIENCE:**

* 8-10 years of senior administrative leadership experience serving K-12 schools, including independent schools. Professional experience in a boarding school environment is preferred.
* Ability to lead and inspire innovation at all levels of an organization
* Understanding of academic best practices, including 21st Century Learning
* Demonstrated results in strengthening academics and co-curriculars for K-12 students
* Experience in developing, managing, and executing a strategic plan
* Strong financial acumen and management oversight
* Easy ability to speak in public and interact positively in a variety of professional and educational settings with adults and children
* Clear commitment to timely communication and robust collaboration throughout the organization
* Ability to lead Farragut’s mission of providing a college preparatory environment that promotes academic excellence, leadership skills, and character and social development within a diverse community of students

**EDUCATION**: Master’s degree in education, school administration or a related field from a college or university that is accredited by a regional accrediting body for degree-granting institutions of higher education.

\*An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

**PRIMARY DUTIES & RESPONSIBILITIES**

**1. Leadership**

* Provides educational and institutional direction and leadership to ensure Admiral Farragut Academy achieves its mission.
* Provides executive direction through the Office of the President and Head of School with planning and programming in coordination with direct reports, including but not limited to the Chief Financial Officer, Chief Human Resources Officer, Head of Upper School, Head of Lower School, and Head of Residential Life.
* With the approval of the Board of Directors, administers and executes the school’s strategic plan for 2022-2025 (Vision 2025) in coordination with the administration, faculty, and staff.
* Ensures the school community is informed on an ongoing and frequent basis, and facilitates school assemblies, meetings, and regular in-person convenings with faculty and staff.
* Communicates a clear, compelling vision that can be widely supported and implemented.
* Leads and maintains effective professional relationships with students, parents, faculty, staff, alumni, and other constituents.

**2. Administration**

* Ensures a sound organizational structure and effective administrative processes.
* Routinely assesses services and operations to ensure alignment with student and employee needs and resource constraints.
* Maintains an efficient organization via effective communications and teambuilding.
* Continually develops, monitors, and adjusts meaningful measures, metrics and goals for the organization and oversees resulting actions.
* Develops business plans to address proposed programs and initiatives.
* Ensures compliance and ongoing engagement with accrediting bodies, such as the Florida Council of Independent Schools (FCIS).

**3. Academic Programs / Student Experience**

* Creates a well-rounded, comprehensive learning environment that respects and supports all aspects of whole person development in students, emotional, intellectual, physical, and social.
* Establishes the academic calendar and recommends to the Board a schedule of tuition and fees in coordination with the Chief Financial Officer.
* Works with academic leaders, faculty, and staff to identify and implement best practices in curriculum and teaching methodologies to promote student academic success.
* Works with the faculty and staff to administer standards and procedures outlined in the student handbook.
* Drives collaboration among leaders responsible for various parts of the student experience to ensure engaging and experiential learning for students of all ages in both day and boarding environments.

**4. Fiscal Management**

* Oversees the formation of an annual budget consistent with Farragut’s strategic goals.
* Manages school resources to accomplish school programs and objectives while remaining within budgetary guidelines.
* Oversees department activities in close coordination with the Chief Financial Officer to ensure the preparation of regular financial statements and reports, regular payment of bills, accounting procedures and all financial operations.
* Regularly updates the Board of Directors and/or its Finance Committee regarding the fiscal health of the school, including trends in enrollment, financial aid, and the overall budget.
* Notifies the Board of Directors and/or its Finance Committee prior to initiating significant variances from the approved budget.
* Establishes detailed annual and long-term objectives for student enrollment to maximize net tuition revenue.

**5. Organizational Management and Culture**

* Maintains a strong and collaborative management team for the school. Shares, delegates, and builds administrative skills in immediate subordinates.
* Works to produce smooth day-to-day internal operations.
* Creates and maintains an effective, logical, efficient organization chart, and staffs positions needed to implement the school’s programs.
* Promotes a healthy, positive, collegial organizational culture that practices open communication and cooperation among divisions and provides appropriate levels of support for ongoing professional growth and development.
* Maintains personal contact with school faculty and staff, fostering good public relations, promoting high morale, and identifying personnel problems as early as possible.

**6. External Relations**

* Serves as the public face and corporate representative of Admiral Farragut Academy.
* Builds and maintains positive and constructive relationships between the school and current families and alumni through proactive communication, relationship-building, and high visibility presence at school events.
* Engages meaningfully with current and prospective donors.

**7. Board of Directors**

* Reports to the Chair of the Board of Directors and consults with the full Board of Directors on all matters of appropriate significance to help the school meet its fiduciary and statutory obligations.
* Regularly informs the Chair of the Board on all matters involving child welfare and employee safety and matters that could result in employee termination, legal or civil claims, harm to the school’s reputation or public relations issues.
* Prepares and presents regular reports to the Board of Directors with metrics and outcomes illustrating the financial, enrollment, academic, organizational, and cultural health of the school.

*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**OTHER REQUIREMENTS:**

1. Ability to satisfy the Level 2 Florida Department of Law Enforcement (FDLE) Volunteer and Employee Criminal History System (VECHS) criminal background screening requirements, including fingerprints
2. Consent to pre-employment background screening, including employment and education verification
3. Provide four (4) professional references
4. Ability to pass a drug screen
5. Legal authorization to work in the U.S.
6. Within 60 days of hire, complete Identifying and Reporting Child Abuse course
7. Occasional travel by car, airplane and other transportation is required

**ABOUT ADMIRAL FARRAGUT ACADEMY**: Admiral Farragut Academy is a private K-12 school with small classes, a waterfront campus, and a progressive approach to education. Located in beautiful St. Petersburg, Florida, Admiral Farragut Academy is situated about 5 minutes from the Gulf of Mexico. For more information on AFA, we invite you to visit our website (link below).

<https://farragut.org/>

AFA provides a competitive benefits package, including medical, dental, vision, life, short-term disability, and long-term disability insurance, as well as a strong 403b retirement plan with a company match.

For more about our vibrant community, go to <http://www.visitstpeteclearwater.com/communities/st-petersburg>