



**PALMETTO CHRISTIAN
ACADEMY OF GREENWOOD**

HEAD OF SCHOOL

OPPORTUNITY PROFILE



PALMETTO CHRISTIAN ACADEMY OF GREENWOOD

MISSION

Provide an environment of academic excellence and Christian nurture to prepare students for godly living

KEY FACTS

Founded
2008

Tuition
\$4390 - \$6140

125
students from
K3 to 12TH

Accreditations
cognia[™]
ACSI

30%
growth from
last year

25
faculty

Dual enrollment
partnerships

LANDER
UNIVERSITY
PIEDMONT
TECHNICAL COLLEGE

Max class size
≤ 15

Annual budget
\$800k

Memberships
SCISA

SCACS

29%
Minority
Students

Academic
Resource Center
2 staff
31 students



Sports Offered: boys & girls basketball, swim, cross country, track and field, girls volleyball.



Track - 2 athletes
competed at SCACS State



Volleyball - 1 All Region



Cross Country - 1 All Region



Basketball - 2 All Region



Swim - 1 swimmer placed 3rd in two events at SCISA State



PALMETTO CHRISTIAN ACADEMY OF GREENWOOD

HEAD OF SCHOOL POSITION

SALARY

- 🏠 Commensurate with experience
- 🏠 Bonus incentives
- 🏠 20 days of PTO



QUALIFICATIONS

- 🏠 *Required:* Demonstrated leadership in education
- 🏠 *Strongly Preferred:* Masters Degree in Educational Leadership (or equiv.)
- 🏠 *Strongly Preferred:* Experience in Christian education
- 🏠 *Preferred:* ACSI Certification



PALMETTO CHRISTIAN ACADEMY OF GREENWOOD

HEAD OF SCHOOL RESPONSIBILITIES

ADMINISTRATIVE LEADERSHIP

1. Serve as the administrative officer of the school, reporting directly to the Board of Directors.
2. Assist the Board in the development and implementation of a strategic plan.
3. Serve as an advisor to the Board on vision and policy issues; implement duties as assigned by the Board.
4. Oversee a review cycle of Board policies.
5. Build and maintain a vibrant, trusting, and healthy organizational culture.
6. Evaluate and explore options for capital improvements.
7. Recruit, develop, support, and retain exceptional administrators, teachers, staff, and volunteer members aligned with the school mission and the PCAG statement of faith.

OPERATIONAL LEADERSHIP

1. Lead the strategic development and sustainability of an enrollment management plan, a marketing plan, and a development plan.
2. Administer and monitor the operating budget with prompt receipt of income and payment of bills, proper reporting to the Board, and good communication with the Board regarding financial opportunities or concerns.
3. Oversee advancement operations, new campaign initiatives, and cultivation of current and new donor relationships.
4. Supervise the recruitment, admission, and inclusion of new students and families.
5. Communicate clearly and be responsible for all correspondence, publications, and communication plans.

INSTRUCTIONAL LEADERSHIP

1. Encourage and plan for the professional growth of faculty and staff members.
2. Develop and implement the stated curriculum, maintaining an updated curriculum guide.
3. Oversee student issues of an academic, social, spiritual, and disciplinary nature.
4. Actively participate in the curricular and co-curricular life of the school.
5. Maintain ACSI certification





PALMETTO CHRISTIAN ACADEMY OF GREENWOOD

INQUIRY

Thank you for your interest in Palmetto Christian Academy of Greenwood (PCAG)! We are currently accepting applications for our Head of School and will continue to do so until one has been appointed.

Nominations, confidential expressions of interest and inquiries, and questions concerning this search should be submitted to Lindsay Hodges (Search Committee Organizer, LHodges@pcagreenwood.org) or Dr. Lindsey Clarke (Chair of the Board of Directors, LClarke@pcagreenwood.org).

If, after reading the above job description, you believe that God has gifted you in ways that would benefit our school and our philosophy of educational ministry, then we invite you to apply. Interested candidates should submit a letter of interest and resume by March 15, 2022 for the greatest consideration. Please submit the following with the subject line, "PCAG - Head of School," to SearchCommittee@pcagreenwood.org.

 A current resume

 Responses to the following essay questions (totaling four pages or fewer):

1. Describe your journey of faith in Jesus Christ, from how you came to salvation to how the Holy Spirit has changed you. Indicate how God is using you in your work, church, and community.
2. Describe your experience with Christian education (personally and professionally). What makes a Christian school academically excellent? What types of co-curriculars are essential in a small school with goals for substantial, strategic growth?
3. Describe your leadership style, including your approach to student discipline and conflict resolution.
4. As you peruse our website, what do you see that excites you? What do you see that could use improvement?

OUR BOARD OF DIRECTORS PLANS TO EXTEND INTERVIEW OPPORTUNITIES TO OUR TOP CANDIDATES BEGINNING IN MID-MARCH. AT THAT TIME, WE WILL ALSO REQUEST PROFESSIONAL AND PASTORAL REFERENCES.