



**NORTHWEST OHIO  
CLASSICAL ACADEMY**

**Position:** Head of Upper School

**Supervisor:** Executive Director

- Lead and inspire the Upper School faculty, staff, and students by setting a strong example of integrity, excellence, and love of learning
- Work collaboratively with the Board of Trustees and the administrative team to set the strategic direction for the school and ensure its continued growth and success
- Serve as a member of the school's leadership team, providing insight and recommendations on school-wide policies and vision
- Ensure that the Upper School curriculum is taught successfully and with fidelity.
- Oversee school schedules, academic planning, and student assessment to maintain a rigorous academic program
- Support faculty in the development of curriculum, instructional strategies, and professional growth
- Monitor student progress and collaborate with teachers, the administrative team, and families to ensure academic success and address any learning challenges.
- Lead recruitment, hiring, and retention efforts for Upper School faculty and staff, ensuring that they are aligned with the school's mission and values
- Provide ongoing mentorship and professional development for Upper School teachers, facilitating collaborative learning and sharing of best practices
- Conduct performance evaluations and support faculty in improving instructional practices
- Foster a safe environment that promotes academic success and character development in students
- Oversee student discipline, ensuring that policies are applied consistently and fairly and that students are held accountable for their actions
- Work with the administrative team and other staff to provide appropriate support for students, addressing issues such as mental health, peer relationships, and preparation for life after graduation
- Implement character development programs, including the house program, to emphasize the values of a classical education
- Communicate effectively with parents and community stakeholders, providing regular updates on school activities, academic progress, and school-wide initiatives
- Develop strong relationships with families to promote a collaborative partnership between the school and home
- Organize and lead parent meetings, orientations, and events to keep families informed and engaged



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- Manage the day-to-day operations of the Upper School, including scheduling, budgeting, and facilities management
- Ensure compliance with school policies and procedures and all applicable laws and regulations
- Coordinate with the Board of Trustees, Head of Lower School, and the administrative team to ensure the alignment of the Upper School with the broader goals of the K-12 school community
- Other duties as assigned