

SALEM ACADEMY

Head of School

Founded in 1772 and located in Winston-Salem, North Carolina, Salem Academy is a premier college preparatory boarding and day school for girls in grades nine through twelve. The Academy is distinguished by a rigorous academic program in a nurturing and vibrant environment. The beautiful 70-acre campus is situated adjacent to the Old Salem Historic District and to downtown Winston-Salem, and it shares several campus facilities with Salem College, a liberal arts college for women. Winston-Salem has received national recognition from *Forbes*, *CNN Money*, and *Business Week* as a wonderful city in which to live, work, learn, and play.

Salem Academy is a member of the National Association of Independent Schools, The Association of Boarding Schools, and is dually accredited by the Southern Association of Colleges and Schools and the Southern Association of Independent Schools.

SUMMARY

The head of school reports to the President of Salem Academy and College, serves on the president's cabinet, and collaborates with other cabinet members. He or she is responsible for overseeing the Academy's academic program, enrollment management, college counseling, student services, and extra-curricular activities, including athletics.

PRIMARY RESPONSIBILITIES

- Determines the overall strategic plan for Salem Academy in accordance with the Academy's mission, as directed by the president and in collaboration with the Cabinet.
- Determines the faculty and staff positions needed to implement the Academy's program and recruits faculty and staff to fill these positions.
- Determines activity and objectives for each member of the faculty and staff in order to meet the institution's goals. Reviews, coaches, and guides all Academy faculty and staff while holding them individually and collectively accountable for meeting goals.
- Establishes and maintains policies and procedures for effective and appropriate faculty development.
- Designs, implements, and administers student programs and services.
- Working with the honor cabinet and the dean of students, manages the discipline of the Academy students.

- Supports the president and the vice president for institutional advancement (VPIA) in advancement activities, including fundraising strategies, prospect identification, and cultivation and solicitation of donors. In consultation with the president and the VPIA, participates in the solicitation and stewardship of alumnae, parents, former parents, and friends of the Academy.
- In consultation with the president; the vice president for enrollment, financial aid, and communication; and the director of admissions and financial aid develops and implements an enrollment plan.
- In consultation with the vice president for finance and technology, ensures that the available financial resources are carefully managed within the budgetary guidelines.
- Works in partnership with the vice president for administration and special assistant to the president on administrative matters, in the operations of the physical plant, public safety, and dining services, and in the planning and design of capital projects.
- In consultation with the VPIA and director of academy alumnae relations, participates in alumnae events and is active in the cultivation of alumnae relationships.
- Manages communications with the Academy students, parents, faculty, and staff.
- Attends board of trustee meetings and staffs the academy committee of the board.
- Represents the institution at public events on campus and in the community.
- Remains abreast of trends and research in education, particularly those affecting independent school operation and educational leadership.
- Performs other duties as assigned by the president.

QUALIFICATIONS

Master's degree in an appropriate specialization required. Seven to ten (7-10) years of relevant experience.

Significant prior work in an educational setting. Experience in managing a team of faculty and staff preferred.

Experience in enrollment management and fundraising would be an asset.

Significant experience in the development and implementation of a strategic plan.

Strong organizational, planning, analytical, and interpersonal skills.

Evidence of excellent written and oral communication skills.

Applicants should send a curriculum vitae and cover letter via email to the Head of School search committee at the following address:

Goldia Anderson at goldia.anderson@salem.edu

Salem Academy and College is an equal opportunity employer and encourages women and underrepresented minorities to apply.