

Summit Academy

Mission Statement:

Summit Academy of Greater Louisville provides a nurturing educational environment for children with learning differences, in which each child's academic achievement comes to reflect his or her learning potential.

Summit Academy, founded in 1992, is an independent pre-K-12 school with a current enrollment of 124 students, and 38 faculty and staff. Summit provides a place where each child's learning challenges are understood and met using a whole child approach; a place where we celebrate and develop a child's strengths, as well as addressing their area of difficulty.

Flexibility, discernment, compassion, and expertise are some of the qualities Summit Academy embraces to meet and adapt to a child's learning needs. It's a safe place where a child is treated and educated as an individual – in an atmosphere of caring and respect that allows our students to succeed.

<http://www.summit-academy.org>

Head of School

The Head of School is the top leadership position of Summit Academy and reports directly to the Board of Trustees. The Head of School must have a deep passion and connection to Summit's mission and be committed to fostering an environment of professionalism, cooperation, communication, accountability, and collaboration. The Head of School will lead the Senior Management team to assure that the mission of the school is being fulfilled, to ensure financial stability and sustainability, and set strategies to accelerate the attainment of the school's vision and growth.

COMPETENCY REQUIREMENTS:

Domain Competencies

- **Strategic Planning** - Creates/implements strategy and processes that align with Summit's vision. Analyzes opportunities and risks against Summit's strengths and weaknesses. Uses business acumen, discipline expertise, knowledge, personal credibility and visionary drive to lead and guide the development and/or execution of Summit's strategy to add value to students, faculty, staff, families, and parents. Defines measurable success criteria to track progress and hold individuals and teams accountable for their responsibilities.
- **Financial and Fund Raising Strategies** - Formulates a financial plan to establish Summit's financial goals, deploy financial resources, and project the school's financial future (by means of capital requirements, balance sheet, profit and loss statements and break-even analysis); calculates the amount of financing required to continue operations; decides when and how those required funds will be financed. Actively develops and cultivates key relationships and professional networks (i.e., elected officials, trade and professional association members, corporate foundations, educators, individual donors, etc.) essential to advancing Summit Academy's priorities, securing contributions, and volunteer support of Summit, and ensuring overall competitiveness, sustainability, and financial effectiveness.

Enabling Competencies

- **Leadership** – Leads by example to cultivate a climate of motivation, positive energy, and meaning in work. Empowers and guides others to take personal accountability, encouraging them to productively learn, flourish, and strengthen personal and team capacity. Assesses, selects, recognizes, and develops talent to capitalize on skills, ideas, and passions. Must act and make final decisions to move the school forward, based on relevant information.

- **Acts Strategically** – Understands how decisions can impact the whole school and makes decisions using a broad knowledge of Summit’s vision, values, and strategy. Uses that perspective to translate strategies into actions and create a clear vision of the future. Inspires others to embrace, understand, and further the strategy.
- **Pursues Excellence** – Seeks out learning from experience, people, and various resources. Strives to develop and expand personal ability and performance. Continuously helps others upgrade their capabilities.
- **Interpersonal Effectiveness** – Listens and communicates with respect and empathy. Builds trusting relationships through accountability and integrity. Understands oneself, effectively manages emotions, and displays awareness of how one’s actions affect others.
- **Collaborates** – Engages others by gathering multiple views and being open to diverse perspectives, focusing on a shared vision that places Summit first. Develops and strengthens networks and relationships, both inside and outside the school.

KEY RESPONSIBILITIES:

Leadership and Management

- Lead the development and execution of the school’s strategic long-range plan.
- Provide oversight, direction, accountability, and evaluation for every non-academic portion of the operation to include accounting, financial analysis, employee benefits, facility and property management, health and safety management, marketing, public relations, communication, food service, development & advancement and information technology.
- Actively engage and energize the volunteers, board members, event committees, alumni, partnering organizations and donors.
- Develop, maintain and support a strong Board of Trustees, serve as an ex-officio member of various committees, seek and build Board involvement and engagement.
- Establish and use effective methods to review and improve administrative data management systems and analyses.
- Periodically review and maintain appropriate insurance and benefit coverage.

Financial/Fundraising

- Evaluate information and prepare realistic and balanced budget for operation of the school.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school’s development and admissions efforts and will influence and/or forecast future year budgets.
- Establish, grow, and maintain strong strategic relationships with individual, corporate and institutional donors throughout community, with Director of Development.
- Work with Board and committees to engage them in all fundraising activities and events.
- Provide oversight and management of Director of Development to facilitate donor relations, grant writing, project funding, and development of new revenue opportunities.
- Review, analyze and use collected data in order to facilitate in the decision-making process, reduce costs, enhance revenues or to achieve stated financial goals and objectives.
- Approve contracts with vendors and all other service providers.
- Arrange for formal finance agreements with suitable providers for board-approved amounts.
- Manages receivables that are 90 days overdue in an effort to collect all tuitions in a timely manner or make deferred payment arrangements.

Quality assurance/accreditation

- Ensure and maintain licensure and accreditation in compliance with all applicable governing organizations.
- Develop and implement school policies and goals established by the Board of Trustees and Executive Leadership that cover operations, personnel, financial performance and growth.

Public Relations/Marketing

- Represent the school to the external market through various marketing initiatives.
- Develop business and admissions strategies to enhance Summit's growth and potential.
- Expand Summit's outreach activities and referral networks to ensure effective partnerships are formed, which will facilitate enrollment and development efforts.

Human Resource Management

- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Manage recruitment, performance, appraisal and development for all support staff.
- Evaluate the school's strategic objectives and obtain information for workforce planning.
- Monitor the manner in which policies and procedures are followed and provide support where necessary.
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
- Review and enhance employee benefit options

KNOWLEDGE/EXPERIENCE REQUIREMENTS:

- Minimum of Bachelor's Degree in non-profit administration, business administration or educational leadership.
- Minimum of ten years of progressively responsible corporate, institution, academic supervisory experience.
- Demonstrated success developing and implemented strategies that have taken an organization to the next stage of growth.
- Experience working directly with a Board of Trustees with the ability to cultivate existing board member relationships.
- Strong marketing, public relations and fundraising experience.
- Strong information technology skills
- Demonstrated analytical, decision-making and written/verbal communication skills.
- Excellent interpersonal and communication skills; a persuasive and passionate communicator.
- Mature judgment to work with a wide range of constituencies and to create consensus.
- Passion, idealism, integrity, positive attitude, mission-driven and self-directed.

PLEASE send Resume and cover letter, email only: Deadline October 19, 2018

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