



## **Head of School – Job Description**

### **Summary**

St. Philip's Church in Charleston, SC is starting a classical school—St. Philip's Academy: A Christian School in the Classical Tradition—and is seeking a founding Head of School to continue building and leading the school forward. The school will start with K4 and K5 classes for the 2025/26 school year under the leadership of the Primary School Director, and expand to include elementary school in 2026/27 with middle school and high school to be added in successive years.

The Head of School will work closely with the St. Philip's Academy Board of Visitors, appointed by the church's Vestry in consultation with its Rector, to set policy and develop administrative processes for running the school. The Head of School will work closely with the leadership of St. Philip's Church to help ensure a spirit of collaboration and unity between the school and the church.

Location	St. Philip's Academy is located adjacent to St. Philip's Church in the historic district of Charleston, South Carolina.
Campus	St. Philip's Academy will initially occupy a 15,000 sf historic building that is currently being renovated in preparation for the 2025/26 school year.
Class Size	Initial class size will be limited to 14 - 20 students per grade
Mission	Our mission is to cultivate academic excellence through a classical Christian education, to inspire students to love and honor God and neighbor, and to prepare them to be principled leaders and citizens who serve others as ambassadors for Christ.
Motto	<i>Omnia Christi Gloriam</i> = All Things for the Glory of Christ

### **St. Philip's Church**

St. Philip's Church is a thriving congregation of over 1500 members located in the heart of historic Charleston, South Carolina, considered one of the best cities in the world by numerous publications. Founded in 1680, St. Philip's is the oldest congregation in the United States south of Virginia. The church has played a vital role in the spiritual, cultural and civic life of the people of Charleston and this nation for over three centuries. In its churchyard are buried leading patriots who signed the Declaration of Independence and the Constitution of the United States. St. Philip's is a member of the Anglican Diocese of South Carolina, a member of the Anglican Church in North America. For more information, please visit:

[www.stphilipchurchsc.org](http://www.stphilipchurchsc.org)



## **Qualifications and Qualities**

- Belief in and willingness to uphold the School's Statement of Faith (attached) is required.
- Candidates must be a confirmed Anglican or a member of a faith denomination that aligns with orthodox Anglican tenets and willing to pursue Anglican confirmation.
- Experience with or understanding of classical Christian education is required.
- Organizational administration experience required; school administration experience preferred.
- Prior leadership experience is required.
- Bachelor's degree in a relevant field is required; an advanced degree is preferred.
- Classroom teaching experience is preferred.

## **Responsibilities**

Initially the Head of School will be responsible for the many tasks necessary for the start-up of the school, including:

- Collaborating with the Board and church representatives to determine the best use of the school building to allow for school operations, flexibility, and growth.
- Buying necessary furniture and equipment.
- Planning curriculum for future grades in collaboration with the Primary School Director.
- Hiring teachers for elementary grades and evaluating initial teacher hires.
- Facilitate faculty development and educate parents in classical Christian education.
- Hiring additional support staff.
- Recruiting new students.
- Working with the Board to continue fundraising for the school.
- Developing a daily schedule, a school calendar, and expectations for faculty, staff, students, and families.
- Overseeing the maintenance of the school website to promote the school and to allow interested families to learn more about the school and to apply for enrollment.
- Developing an admissions process and making initial admissions decisions including financial aid policies and procedures.

After the opening of the school, the Head of School will be responsible for leading, managing, and overseeing all aspects of the school, including:

- Academic programs.
- Extracurricular activities.
- Day-to-day operations of the school.
- Curriculum choices and development.
- Recruitment, retention, development and evaluation of qualified faculty and staff.
- Integration of the school as a ministry of St. Philip's Church (which will require collaboration with the school Chaplain and the Rector of St. Philip's Church).
- Recruitment, conduct and discipline of students.



## St. Philip's Academy

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- Development of school accreditation and professional associations.
- Planning for future growth.
- Development of financial budgets and plans in coordination with the Board.
- Management of communication with all constituencies.
- Meetings and communications with the Board and appropriate committees.
- All finances of the school to ensure responsible fiscal management.
- Maintenance and development of the school campus.
- Serving as the primary representative of the school to parents, donors and the broader community.
- Long-term strategic planning for the school.
- Implementation of the school's mission, vision and goals.
- Upholding and promoting the Christian ethos of the school in all aspects of school life.
- Evaluation of additional property locations for future growth of the school.

**Timing:** Available to start no later than July 1, 2026.

**Compensation:** Competitive and commensurate with candidate qualifications.

### **Interested in Applying?**

Interested parties are invited to submit a cover letter introducing yourself and your qualifications, along with a resume that includes references. Please keep this initial submission to no more than three pages. All information should be sent in a single email to:

[stpacademy@stphilipschurchsc.org](mailto:stpacademy@stphilipschurchsc.org)

Applicant submissions will be accepted beginning March 1, 2025.



## **Statement of Faith**

1. We believe in the Triune God: Father, Son, and Holy Spirit; one God, three distinct Persons.
2. We believe in the Holy Scriptures as divine revelation, inerrantly inspired by God, containing all things necessary to salvation and the practice of life.
3. We believe in the One Savior of mankind, Jesus Christ, who in His person is both fully God and fully man; of one substance with the Father as regards his Godhead, and at the same time of one substance with us as regards his manhood.
4. We believe in the perfect obedience of Christ, His true and actual suffering, His substitutionary and atoning death on the cross, and His bodily resurrection and ascension as the only means given for our salvation and reconciliation with God.
5. We believe in faith alone as the only grounds for the merits of Christ being imputed to us for our justification before God (justification by grace alone through faith alone in Christ alone).
6. We believe in the consummate return of Jesus Christ in glory to judge the living and the dead, and a belief in the bodily resurrection from the dead of all people and their entrance into either eternal damnation or everlasting blessedness.
7. We believe in the One, Holy, Catholic, and apostolic Church as those souls that have been redeemed entirely by the work of Christ and called out of bondage into freedom, out of darkness into light, out of error into truth, out of death into eternal life.
8. We believe that the church exists to worship the Triune God and to lift up the Savior Jesus Christ before all people through the faithful preaching and teaching of the Gospel, through prayer, and through the faithful administration of the sacraments of Baptism and the Lord's prayer (Holy Communion or the Eucharist).
9. We believe that the Historic creeds of the Church accurately express the essence of the Christian faith.
10. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of St. Philip's Academy.
11. We believe all people are created in the image of God, who wonderfully and immutably creates each person as genetically male or female. These two distinct complementary genders reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is in conflict with this created-ness and is inconsistent with our beliefs.



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12. We believe marriage is the uniting of one man and one woman in Holy Matrimony, a single, exclusive, lifelong union, as delineated in Scripture. (Genesis 2:18-25; Mark 10:1-9) This covenanted relationship signifies to us the mystery of the union between Christ and his Church, reconciling and re-uniting two complements. God's good intention for us is that sexual intimacy is to occur only between a man and a woman who have entered into this marriage covenant. (I Corinthians 6:18; 7:2-5; Hebrews 13:4) For the blessing and protection of the bond of marriage, our families, and particularly our children, God has commanded that no intimate sexual activity be engaged in outside of marriage.

Finally:

The Bible is the trustworthy Word of God that speaks with final authority concerning truth, morality, and the proper conduct of humankind. Nothing of this statement supersedes the authority of the St. Philip's Church's statement of faith. For the purposes of St. Philip's Academy, in faith, doctrine, practice, policy, and discipline, the Vestry and Rector are the final interpretive authority on matters of doctrine and their application.

In order to preserve the function and integrity of St. Philip's Academy, it is imperative that all persons employed by St. Philip's Academy in any capacity, or who serve as leaders, agree to abide by this Statement of Faith. We celebrate and stand for the unchanging truth of the gospel as centered in the grace of Jesus Christ, in the gift of biblical revelation, and the moral vision expressed in historic, Anglican Christianity.