



<b>JOB TITLE</b>	Head of School
<b>REPORTS TO</b>	Board of Directors
<b>HOURS</b>	Full-Time Salaried
<b>ONSITE</b>	12 months (with flexible summer hours)
<b>COMPENSATION</b>	Competitive and commensurate with experience
<b>REVISED</b>	Mar 24, 2025
<b>QUALIFICATIONS</b>	Masters Degree preferred, bachelor's degree required in Education or related field
<b>EXPERIENCE</b>	3+ years experience working with neurodiverse or twice exceptional students (preferred); and/or meaningful experience in school administration or management (preferred)

### **School Summary**

Established in 2009, the Epiphany School of Charlotte is a non-profit, independent day school for children in grades 3 through 8 with ASD-1 or other social communication learning differences and with average to above-average intelligence. Faculty and staff at Epiphany School create a positive, nurturing, highly collaborative multi-grade learning environment and:

- Engage with students in small groups (typically, a 6:1 student-teacher ratio);
- Integrate our specialized Friends and Feelings™ Social Emotional Learning (SEL) curriculum;
- Excite for students a greater interest in learning;
- Inspire in students a greater confidence in their own abilities;
- Instruct and support students' social emotional skill development so they can experience social and academic success and self-confidence now, into high school, and beyond.

At Epiphany, we are deeply dedicated to celebrating, serving, and supporting the success of neurodiverse learners and their families. Our Epiphany community culture is rooted in shared values of embracing uniqueness and strengths, fostering acceptance of self and others, openness to learning and adapting, and promoting growth through safe nurturing relationships. And making school fun along the way!

### **Position Summary**

The Head of School is a dynamic and hands-on leader responsible for executing the strategic vision, culture, and daily operations of the school. Reporting to the Board of Directors, the Head of School will guide curriculum development, faculty leadership, admissions, financial management, and community engagement to ensure a thriving educational environment.

### **Key Responsibilities**

#### **Leadership & School Culture**

- Serve as the public face of the school, fostering relationships with students, families, staff, and the broader community.
- Champion the school's mission, ensuring a nurturing and inclusive environment for neurodiverse learners.
- Inspire and lead a team of educators, promoting collaboration and innovation.

## **Academic & Operational Oversight**

- Oversee curriculum development to ensure high-quality instruction aligned with best practices in education for neurodivergent learners.
- Recruit, train, evaluate, and support faculty and staff to maintain excellence in teaching aligned with evidenced-based practices and the Epiphany School model.
- Maintain strong parent communication and engagement.
- Ensure effective prospective student recruitment and admissions processes, reviewing applications and evaluating candidates.

## **Financial & Administrative Management**

- Oversee school operations, including facilities management and technology integration.
- Work closely with the Board to develop and manage the school's budget for financial sustainability.
- Strategic Fund Development: work with the Board in developing and executing a comprehensive fundraising strategy, including annual giving, major gifts, community events, and endowment growth.

## **Community & Development**

- Actively promote the school to prospective families, professionals, and partner organizations.
- Attend networking events and engage with the special education community and independent school community to enhance the school's visibility and reputation.
- Work with the Board and other stakeholders to develop and implement marketing strategies to support admissions and fundraising goals.

## **Professional Qualifications**

- Experience in special education, independent schools, or related fields is highly desirable.
- Strong leadership, communication, and relationship-building skills.
- Demonstrated ability to manage budgets, fundraise, and support the school's mission.
- High emotional intelligence with the ability to foster a supportive school culture.
- Self-motivated, adaptable, and solution-oriented leader with integrity and vision.
- Ability to inspire and collaborate.
- Ability to work with minimal supervision.

## **How to Apply**

Candidates are encouraged to submit credentials to [HOSSearch@epiphanyschoolofcharlotte.com](mailto:HOSSearch@epiphanyschoolofcharlotte.com) at the earliest possible date. Materials will be reviewed as presented.

Required credentials include:

1. A cover letter highlighting interest in the position and professional and personal qualifications.
2. Resume detailing education and work experience.
3. Statement of educational philosophy.
4. A list of three references which includes the person's association with the candidate and their contact information.

The Epiphany School of Charlotte, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.