



Position Description Head of School

Covenant Preparatory School (www.covenantprep.org) is an independent, interfaith, tuition-free middle school for boys from under-served families in the Hartford area. The school provides a rigorous academic program and supportive learning environment, in partnership with students and their families, where motivated students are offered an intellectual, ethical, physical and cultural education. The goal is to graduate young men who are academically and socially prepared for higher education, inspired to lead their lives in the pursuit of excellence, who model leadership and integrity, and are committed to their communities.

Position Summary

The Head of School (HOS) will lead and inspire the Covenant Prep community in pursuit of its mission. Directly accountable to the Board of Trustees, the Head of School is responsible for educational program excellence and for building on the school's significant initial successes. The HOS will nurture the school's Hartford focused student/family constituency and guide its engaged student/parent community, significant funding base, energetic and engaged staff, army of committed volunteers and Board of Trustees. The Head of School is the "public face" of the enterprise actively involved in promoting the school in the community and with donors, able to enthusiastically articulate the school's mission. He or she is also an important role model for the students.

Candidate Qualifications

- Passion for the school mission with the ability to lead and manage school constituencies in pursuit of its goals.
- A Master's degree in education preferred; significant classroom teaching experience in an inner-city environment.
- Strong leadership skills, enthusiasm, entrepreneurial spirit and a proven ability to attract, train, mentor and evaluate inexperienced staff and a broad range of volunteers.
- Experience in curriculum development and execution.
- Public speaking and networking skills.
- Relationship building experience with inner-city constituents, the higher education community donors and potential funders are required.

Primary Responsibilities

- Articulates the mission and goals of the school to staff, students, parents, volunteers, Board members, funding sources and the community.
- Manages the organization to assure that the school's mission and goals are incorporated into all aspects of the curricular and extracurricular life of the school.
- Ensures the visibility of the school in the community it serves and is actively involved in the cultivation and solicitation of donors. 30% of time spent out of the school promoting the school with community partners and funders.
- Working closely with the Principal, attracts, trains, mentors, supports and evaluates teaching staff.
- Guides development and execution of curriculum in concert with the Principal.
- Develop and implement strategies and outreach programs necessary to attract new students appropriate to the mission of the school.
- Serves as a role model for students, reflecting the values, ethics and commitment to excellence imbedded in the culture of the school.
- Creates and executes the school's strategic, accreditation and development plans in collaboration with the Board.
- Maintains communication protocols with school constituents to assure appropriate and timely information flow.
- Works closely with development team and Board to maintain/grow funding relationships.
- Oversees financial management, controls and annual budget process.
- Mobilizes trustees to leverage their resources in support of the school.
- Develops and maintains strategic relationships with independent and parochial secondary schools to facilitate high school placement and other relationship building opportunities.

Additional Responsibilities

- Develops long term facilities plans to meet the needs of the school community, including required funding strategies.
- Reports regularly to the board on the progress of the school and coordinates trustee meetings in collaboration with the chair of the Board.
- Ensures that appropriate files are maintained including student, employee and financial records.
- Participates with the board in the identification of new board members.

Interested candidates should submit a letter of introduction, resume and references to:

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