



Job Title: Head of School
Effective Date: July 1, 2021

Located in Granville, Ohio, Welsh Hills School is currently seeking a new Head of School. The position will begin on July 1, 2021.

Welsh Hills School, an ISACS-accredited institution, was founded in 1979. The school fulfills the ISACS vision of empowering “all students to contribute and thrive in a diverse and changing world,” by, per the school’s mission statement, providing “a dynamic, global education that focuses on the whole child.” The institution’s vision is to build “life-long learners, independent critical thinkers, creative problem solvers, and compassionate, responsible individuals who are respectful global citizens” and who exhibit the school’s values of “integrity, confidence, empathy, respect, curiosity, collaboration, self-awareness, initiative, grace, courtesy, and community.”

Today, Welsh Hills School provides a Montessori-based education to children from infants through twelfth graders. The school currently consists of two buildings, including a newly-dedicated high school. Approximately 110 students attend from more than seventy different families. Most students come from Granville, Newark, or Pataskala, although students travel from as far as one-hour away. Besides the standard academic subjects, students in our youngest grades receive education in Spanish, music, and art, while older classes also are instructed in robotics, environmental education, technology, and the performance arts. The school has a long-standing commitment to nurturing respect for all people and celebrating differences. All students participate in a rich global-education curriculum through the school’s award-winning Continent Study project.

Located in Licking County, the Village of Granville is a small college community. It is the home of Denison University, and Welsh Hills School has strong connections with this institution, as well as with The Ohio State University at Newark, which is located in nearby Newark, Ohio, the state’s fifteenth largest city. Ohio’s capitol and largest city, Columbus, is just thirty-five minutes away.

The head of school has the following responsibilities:

- Embracing and embodying the mission, vision, and values of the school.
- Executing and administering the policies of the school in consultation with the Board of Trustees.
- Hiring, evaluating, motivating, and supporting of all other employees of the school.
- Managing admissions and recruitment with consideration of alignment with our mission, available spaces, future shifts between programs, and the possibility of long-term commitment of potential enrollees.
- Overseeing of the external operations of the school, such as admissions and recruitment, marketing, fundraising, and relations with students, their families, and the wider community.
- Overseeing the financial operations of the school and the maintenance of its facilities and grounds.
- Overseeing all programs of the school and maintaining compliance with local, state, and federal regulations.

- Overseeing of the disciplinary program of the school, including termination of employees, and serving as final court of appeal for disciplinary action related to any student or employee.
- Assessment of the effectiveness of the various operations and programs of the school and modifying operations and programs in a collaborative manner when necessary, as well as reporting thereof to the Board of Trustees.
- Serving as an *ex-officio* non-voting member of the Board of Trustees and of each committee established by the Board of Trustees and abiding by the same ethical code and standards of the Board of Trustees.
- Maintaining the school's accreditation from the Independent Schools Association of the Central States and furthering the institution's relationship with the Ohio Association of Independent Schools and the National Association of Independent Schools.
- Compliance and data management for the State of Ohio's scholarship guidelines.
- Maintaining licensure of the Early Childhood and SACC programs through the State of Ohio.

Opportunities for the new head of school:

- Working with an excellent and committed staff.
- Working collaboratively with school constituencies to expand academic opportunities for students.
- Helping to develop the school's vision for the next decade and beyond.
- Nurturing and creating new leadership opportunities for staff and students.
- Working with the Board of Trustees to enhance pay and benefits for all employees.
- Deepening the school's constituencies' commitments to school success by supporting the school's philosophy, donating time, contributing additional dollars, etc.
- Maintaining the school's dedication to meeting the needs of every child and the expectations of the community.

Challenges for the new head of school:

- Continuing to lead the school through the COVID-19 pandemic and helping to restructure established traditions, while evolving into the "new normal" as the threat of COVID-19 remains and/or declines.
- Strengthening the school's financial situation through grants, increasing participation in the annual fund, and identifying additional sources of school funding.
- Maximizing enrollment in a difficult economy and during the COVID pandemic, while being based in a community with an excellent school district.
- Maintaining the tradition of excellence of a highly-respected head of school, who is very active in the wider community.

The next head of school should possess as many of the following qualities or experiences as possible:

- Montessori certification or a demonstrated dedication to Montessori practices.
- A degree in school administration.
- Licensure as a superintendent or principal in Ohio.
- Teaching experience, ideally in an independent-school and/or a Montessori setting.
- Prior experience as a school leader.
- The ability to work collaboratively with all school constituents but able to make the tough decisions when necessary.
- The ability to model an exceptional commitment to the school and its success and the possession of a strong work ethic that includes daily engagement in classrooms that supports and inspires others.
- A proactive leadership style that consists of a willingness to step in to solve problems even before they arise.
- Dedication to diversity among both staff and students and a realization that differences should be celebrated.
- The ability to see the big picture while also being attentive to the smaller details that can sidetrack the success of the larger vision.
- Fundraising experience.
- Commitment to maintaining existing and building new community relationships to grow the school's presence and reputation.
- Warmth, openness, kindness, and a sense of humor and can make school constituents feel accepted and valued.
- Technological experience, including in distance education.

To apply: Interested candidates should submit electronically in one email and as separate documents:

- A cover letter expressing interest and qualifications in the position.
- A current résumé or curriculum vitae.
- A one- to two-page statement of educational and leadership philosophy and practice.
- A list of at least three references with name, relationship, phone number, and email address of each.

Please email the required documents to:

Mr. Zane Buxton
Member, Board of Trustees and Chairperson of the Search Committee
zbuxton@welshhills.org

Consideration of applications will begin in mid-March 2021 and will continue until the position is filled. To ensure full consideration, please submit materials by March 26, 2021.

Non-discrimination policy: Welsh Hills School does not discriminate in recruitment, admissions, employment, or other matters on the basis of race, ethnicity, color, age, gender, religion, sexual identity, disability, national origin, or socioeconomic status.



Mission Statement

Welsh Hills School provides a dynamic, global education that focuses on the whole child.

Revised June 2017 Welsh Hills Board of Trustees

Vision Statement

Welsh Hills School builds lifelong learners, independent critical thinkers, creative problem solvers, and compassionate, responsible individuals who are respectful global citizens.

Values

Integrity, confidence, empathy, respect, curiosity, collaboration, self-awareness, initiative, grace, courtesy, community