

Head of Upper School & Middle School

The King's Academy – Seymour, Tennessee

Position Summary

The King's Academy is seeking a mission-driven, relational, and strategic leader to serve as Head of Upper School & Middle School. This individual will lead all aspects of grades 6–12, overseeing academic programs, student life, faculty development, and operational execution while advancing the school's Christian mission.

This role requires a visible, engaged leader who can cultivate a strong culture of teaching and learning, support students holistically, and partner effectively with faculty, families, and school leadership.

Key Responsibilities

Mission & Spiritual Leadership

- Model and actively cultivate Christian character and leadership
- Ensure alignment of all division programs and culture with the school's mission
- Partner with Spiritual Life leadership on chapel and student formation
- Oversee service initiatives and student leadership development

Academic Leadership

- Provide oversight of curriculum, instruction, and assessment across grades 6–12
- Ensure alignment within and across departments (vertical and horizontal coherence)
- Support instructional excellence through classroom presence, coaching, and feedback
- Oversee course offerings, scheduling, and academic planning in partnership with the Academic Advisor
- Lead standardized testing and ensure strong Arts integration within the academic program

Student Life & Support

- Foster a safe, structured, and engaging student environment
- Oversee advisory systems, student engagement, and culture-building efforts
- Partner with student support services including counseling, learning support, and wellness
- Lead or support discipline systems with consistency and clarity
- Oversee college readiness and guidance structures
- Coordinate parent programming focused on adolescent development and student success

Faculty Leadership & Development

- Recruit, develop, evaluate, and retain high-quality faculty and staff
- Conduct regular observations, feedback cycles, and annual evaluations
- Lead professional development and cultivate a strong faculty culture
- Address performance concerns through clear, documented improvement processes
- Partner with the Head of School and HR on hiring and personnel decisions

Operations & Administration

- Oversee division budget, calendar, scheduling, and key operational systems
- Ensure clarity and consistency in student policies and handbooks
- Coordinate safety planning and crisis response within the division
- Supervise core divisional functions such as registrar operations and student services

Community Engagement & Enrollment

- Partner with Admissions to attract and retain mission-aligned students
- Build strong relationships with families through proactive communication
- Participate in schoolwide leadership and strategic planning
- Represent the division at key school events and community functions

Residence Life Collaboration

- Partner with the Residence Life team to support a safe, structured, and Christ-centered environment for boarding and international students
- Ensure alignment between residential life and the academic, spiritual, and student experience of grades 6–12
- Collaborate across Academic, Student Support, and Spiritual Life teams to provide holistic care and consistent expectations for students
- Foster a culture where all students are known, supported, and challenged in both character and community
- Support the integration and engagement of residential and international students within the broader school community

Co-Curricular Leadership

- Collaborate with Athletics and Fine Arts to support student participation and eligibility
- Maintain visible presence at games, performances, and major student events

Leadership Presence Expectations

- Regular attendance at home athletics and arts events
- Visible leadership at key milestones (homecoming, senior events, awards ceremonies)
- Select attendance at high-impact away events
- Coordination of a sustainable presence schedule with school leadership

Core Competencies

- Strong instructional leadership and academic vision
- Proven ability to lead, develop, and hold teams accountable
- Excellent communication and relational skills
- Operational discipline and organizational clarity
- Commitment to student formation—academically, socially, and spiritually
- Alignment with the mission and values of a Christian, independent school

Reporting & Collaboration

- Reports directly to the Head of School
- Serves as a key member of the school's leadership team
- Works in close partnership with Admissions, Student Support, Athletics, Fine Arts, and Operations

Cadence & Accountability

- Weekly meetings with Head of School
- Regular student support and faculty meetings
- Quarterly divisional updates tied to strategic priorities
- Ongoing coordination across departments and programs

Impact of the Role

The Head of Upper School & Middle School plays a critical role in shaping the daily student experience and the long-term trajectory of The King's Academy. This leader ensures excellence in teaching and learning, fosters a thriving student culture, and helps advance the mission of developing students who are known, loved, and equipped.

Application Requirements

Interested candidates should submit the following to Dr. Fred Eaves at feaves@thekingsacademy.net:

- **Cover Letter**
- **Resume**
- **Statement of Faith**
- **Philosophy of Education**
- **List of Professional References**