



# HEAD OF SCHOOL

June 4, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING





## BACKGROUND

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**The Regina Academy at St. John the Baptist** is a Catholic School Community committed to leading our students to know, love and serve the Lord!

Our school develops the spiritual, moral and intellectual foundation of our students to prepare them to be virtuous, productive citizens who are committed to Faith, Leadership and Community.

In the 1850s, **St. John Neumann** revolutionized Catholic education in the United States by founding the first diocesan Catholic school system in Philadelphia. In 2003, almost 170 years later, the Regina Academies were founded and have reignited St. John Neumann's legacy in Philadelphia by becoming a leader in the nation-wide return to Catholic classical education.

Regina Academy at St. John the Baptist is one of four Catholic classical education schools within The Regina Academies.

The Regina Academies have the intentional focus of forming children intellectually and spiritually in the Catholic faith and that formation begins in our pre-schools.

## Position Summary:

The Head of School serves as the educational leader of the Academy, responsible for implementing the mission and policies set by the Board of Directors, working collaboratively with the President, faculty, and all staff, and ensuring that all students are supervised and formed in a safe and Catholic learning environment.

## Vision & Mission Keeping:

- Take and create opportunities to cast the vision of the Regina Academy at St. John the Baptist and Catholic & Classical Education in general in the greater Bucks County and Lehigh Valley areas.
- In cooperation with the Academy President ensure that the Regina Academy at St. John the Baptist maintains its Catholic identity and its classical curriculum's distinctive nature.

## Culture Formation:

- Create an environment that cultivates excellence and virtue in the pursuit and expression of a Catholic Classical liberal arts education.
- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Create an environment in which parents are encouraged to participate in their child's academic endeavors.
- Cultivate an environment marked by personal faith, vibrant hope, **JOY** and love for God and others and an atmosphere of piety, obedience, and charity throughout the school day.
- Create an exceptional student experience where children are excited to come everyday.
- Create a teacher culture where the staff feels listened to, understood, supported and inspired.

## Religious Leadership:

- Upholds and advance the Academy's Catholic mission and philosophy.

## Instructional Leadership:

- Demonstrate knowledge of, documentation of, and involvement in the classical curriculum.
- Supervise the instructional staff.
- Evaluate the instructional staff.
- Utilize instructional resources to meet student needs effectively.

## Administration & Organization:

- Enforce the Academy's by-laws and policies created and approved by the Board.
- Oversee the revision of Parent & Student and Faculty Handbooks.
- Establish the annual master schedule for instructional programs, which includes preparing an individual schedule for each student.
- Establish the overall school calendar for the school year that includes all internal and external activities tied to the Academy.
- Assist the President in the financial management of the Academy, authorizing all purchase orders and signing all checks not requiring the President's signature.
- Assist the President in preparing a budget for Finance Committee and Board approval.
- Oversee all record keeping, both student records and Academy business.
- Oversee the documentation of parental concerns in order to address specific problems so that patterns, trends, and follow-through will be timely and effective.
- Coordinate with the Academy Office Manager all extra-curricular activities and supervision of the personnel assigned to them.
- Review and approve all field trip requests.
- Employ excellent written and oral English skills when communicating with students, parents and teachers.
- Manage students and programs effectively.
- Effectively manages the office staff.
- Make effective use of available financial resources and work in a collaborative manner with the President to achieve key financial goals of the school.
- Assume responsibility for the health, safety, and welfare of students, employees, and visitors while at the Academy.
- Exercise responsibility in keeping buildings and grounds attractive, safe, and in good repair.

## Professional Competency:

- Maintain good public relations.
- The Head of School accepts and fulfills professional responsibilities.
- Demonstrate effective interpersonal relationships with students, staff, the board and the community.
- Demonstrate enthusiasm for education and the total program of the Academy.

**Salary:** Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

**Application Deadline:** July 15, 2025

*(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Marie Keith

Vice President, Education

Catholic Recruiter Associates

**[Marie@CatholicRecruiter.com](mailto:Marie@CatholicRecruiter.com)**

**Note:** Only those selected for an interview with the search committee will be contacted.

Search managed by:

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