



CHIEF OF STAFF TO THE HEAD OF SCHOOL CHRIST CHURCH EPISCOPAL SCHOOL

ROLE SUMMARY

The Head of School (HOS) of Christ Church Episcopal School is seeking a Chief of Staff to administer the comprehensive functions of the Head of School Office and to provide high level administrative support—organizing, scheduling, coordinating, researching, preparing, and compiling information for the HOS. The position reports directly to the HOS. This role requires a high degree of professionalism, discretion, collaboration skills, analytical and strategic thinking abilities, verbal and written communication skills, and the ability to manage time-sensitive, complex projects as well as interpersonal relationships. The ideal candidate will have a positive approach and the ability to learn quickly and demonstrate adaptability and flexibility while managing multiple projects.

Founded in 1959, CCES enrolls over 1,200 students in Primer (K5) through grade twelve. CCES is an International Baccalaureate (IB) World School, offering IB courses and is accredited by SAIS (Southern Association of Independent Schools). The Upper School also offers AP courses and is a member of the Global Online Academy. As an Episcopal school, CCES is committed to developing the full range of students' abilities and interests: intellectual, artistic, athletic, spiritual, and the critical character traits that ensure a fulfilling life. Admission to the school is competitive, and both our parents and students value achievement and community.

KEY RESPONSIBILITIES

Advisory Role:

- Act as a thought partner and a trusted advisor to the Head of School (HOS).
- Support the HOS's decision making process with informed counsel, research, reports, and trend and data analysis.

Governance Assistance:

- Partner with the HOS and Board of Trustees Chair on board education, governance best practices, communications, schedules, and meeting minutes and records maintenance.

Strategic Planning:

- Support the HOS, Board of Trustees, and Associate Head of School on Strategic Plan development and execution.
- Support strategic alignment across departments and teams.

Organizational Leadership:

- Maintain and manage the HOS's extremely active schedule, proactively addressing conflicts and effectively coordinating internal and external community engagement. Partner with the HOS to identify priorities and strategically align the HOS's time and focus.
- Anticipate and understand the HOS's needs regarding preparation for and provision of materials for all meetings and appointments.
- Oversee and effectively manage all aspects of the HOS office.
- Serve as the HOS delegate to internal administrative and logistical meetings.
- Assist the Associate Head of School (AHOS), as requested by the HOS, in acting as a proxy to provide consistent points of contact and accountability.

Team Development and Leadership:

- Exemplify a team-player approach with the ability to cultivate relationships among all constituents: staff, faculty, leadership, and trustees.
- Collaborate with division/department leadership and AHOS's Executive Assistant to provide executive oversight for administrative support staff, including hiring and professional development.
- Serve as a problem solver, identifying current and potential challenges and fostering a culture of innovation, accountability, and continuous improvement.

Projects:

- Oversee key initiatives and projects, ensuring alignment with organizational goals and timely execution.

Other:

- Perform other duties as assigned by, and in support of, the Head of School.

ESSENTIAL SKILLS

Discretion: High level of confidentiality, professionalism, and political acumen.

Leadership: Lead by example and motivate and guide team members.

Analytical Thinking: Strategic and analytical thinker; demonstrated problem-solving and decision-making skills. Capacity and ability to take a resourceful, proactive approach and to stay one step ahead.

Interpersonal Skills: Exceptional communication skills (both written and verbal); diplomacy; upbeat, confident personality with a strong ability to develop interpersonal relationships and to build trust and credibility.

Organizational Skills: Excellent organizational, time management, project management, and multi-tasking skills.

Work Approach: Self-motivated with the ability to take initiative and to accept responsibility. Ability to work efficiently and under pressure at times, prioritizing a wide variety of activities and confidential matters with discretion.

Key Attributes: High degree of adaptability, flexibility, dependability, and accountability.

Knowledge Skills: Strong knowledge of GSuite and Microsoft productivity tools–Word, Excel, PowerPoint; familiarity with and ability to manage virtual meeting platforms–Zoom, Google Meet, Microsoft Teams; high degree of technological literacy and facility.

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

- This is a 12 month position with a generous number of holiday and vacation days.
- Outside of required meetings, maintain a physical presence in the Head's office throughout the school day and be physically present at the school outside of normal hours when needed.
- This position requires prolonged periods of sitting and the ability to lift up to 25 lbs., hand-eye coordination, and dexterity.
- The HOS office is located off the lobby of the Hartness Performing Arts Center on a 94 acre-campus with multiple buildings and green space. The campus is poised to undergo a major transformation that will enhance facilities and walking areas.

REQUIRED QUALIFICATIONS

- An undergraduate or advanced degree preferred.
- 5+ years experience in leadership roles or senior executive support.
- Experience in an Independent School environment is preferred but not required.

APPLICATION PROCESS AND ADDITIONAL INFORMATION

- Candidates should submit a current resume and a cover letter explaining their interest in and qualifications for this leadership position as a **single pdf** to Kathy Corwin, Executive Assistant to the Head of School (corwink@cces.org).
- The school will conduct interviews with finalists on a rolling basis until the position is filled.
- Competitive salary and benefits commensurate with experience and expertise.
- CCES is a smoke-free, drug-free workplace. Faculty and staff hiring practices are in compliance with SAIS standards and NAIS Principles of Good Practice, as well as the principle of equal opportunity employment. It is the school's policy to employ staff, administrators, and faculty based on their qualifications, experience, knowledge, and ability to perform essential functions of the job. Decisions regarding recruitment, selection, placement, and transfers are based on job-related criteria without regard to the individual's sex, race, color, national or ethnic origin, creed, religion, sexual orientation, or any handicap unrelated to the individual's ability to perform the essential functions of the job.
- **The Chief of Staff to the Head of School will begin work on or before July 1, 2025.**