



Head of School (Part-Time)

Salary

Starting at \$20,000

Supervisor

Koinonia Hybrid Academy Board of Directors

Job Summary

Under supervision of the Board of Directors, the Head of School oversees all staff, students, academics, formation, and operations of Koinonia Hybrid Academy. This position has autonomy in evaluating and meeting the needs of KHA and is the highest operational position on campus.

Time Commitment

8:00am-4:00pm on campus on Mondays and Thursdays and approximately 4 flexible hours working from home totaling 20 hours per week for the 2025-2026 academic year.

Responsibilities

- Operations
 - Oversees all day-to-day operations including school set-up, conducting school assembly and announcements, and school shut down
 - Inventories and orders supplies
 - Coordinates with priests for the scheduling of sacraments
- Academics
 - Ensures that curriculum is being implemented across each grade level
 - Primary point of contact for instructors' curriculum questions
 - Routinely evaluates instructor grade books to ensure grades are entered in a timely manner
- Mentorship
 - Bimonthly phone calls with all lead instructors to evaluate and meet their needs, answer any questions, and offer counsel
 - Oversees instructors to ensure academic excellence
 - Primary point of contact for instructors regarding their questions or concerns
- Formation
 - Conducts virtue meetings with students to identify ways for the student to grow in virtue and positively change behaviors
 - Oversees instructors and assistants in the implementation of Virtues in Practice and school virtue recognition program
 - Conducts behavior management meetings with students and parents regarding major infractions of KHA standard of behavior
- Admissions
 - Coordinates school tour scheduling with prospective families
 - Conducts school tours and admissions presentations



- Parent communications
 - Primary point of contact for parents regarding questions or concerns beyond instructors
- Staff Interviews
 - Conducts initial staff interviews and makes recommendations to Board of Directors for staff hiring

Education Requirements

Bachelor's degree or advanced degree in an education-related field OR bachelor's degree in any field with teaching license or certification required.

Experience Requirements

5+ years of traditional school teaching experience required.

1+ years of school administration experience strongly preferred but not required.

Hybrid school or homeschool experience preferred but not required.

