



# Richmond FRIENDS SCHOOL

***Seeking an experienced, visionary educational leader!***

## *Opportunities & Challenges for the RFS Head of School*

Richmond Friends School is a Preschool-8th grade independent Quaker school founded in 1971. Our multi-age classrooms are purposefully designed to have low student to teacher ratios allowing for customized instruction, expectations, and assessments tailored to the academic and social needs of each individual child. Students are challenged to solve problems critically and collaboratively in a rich and nurturing community where faculty and staff, parents and guardians, and students are all important partners in the dynamic process of learning. RFS students spend 60 minutes outside every day and graduate with up to 10 years of project-based learning and up to 10 years of instruction in Spanish and music. Since 2003 ten Richmond High School valedictorians have been RFS alums. Our graduates go on to be life-long learners and compassionate citizens committed to making the world a better place. Richmond Friends School admits students of any race, color, religion, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national, or ethnic origin in the administration of educational policies, financial aid programs, and other school-administered programs.

With the recent additions of a Preschool and Middle School, RFS has increased significantly in size since 2011. The Board is committed to improving marketing and continuing to meet our enrollment goals. In order to maintain our policy of not administering standardized tests, we are the only private school in the area that does not accept vouchers. Implementing the recently completed strategic plan will be one of the tasks of the new Head of School as well as leading an accreditation process in 2020-21. A full-time school coordinator assists the Head with daily administrative tasks. The school also has a half-time development staff person; the new Head will be expected to help lead fundraising efforts to increase our endowment and keep RFS on a sound financial footing. As we continue to grow and change, the new Head will also be involved in leading critical decisions about facilities.

## LEADERSHIP

### **RICHMOND FRIENDS SCHOOL AT A GLANCE:**

**Founded:** 1971

**Type:** Co-ed Day School

**Grades:** Preschool through 8th grade

**Current Enrollment:** 81 students; 50 families

**Average Student to Teacher Ratio:** 12:1

**Tuition:** Preschool \$4K; Elementary \$6150; Middle School \$7225

**Financial Aid:** 40% of students receive financial aid

**Operating Budget:** \$560,000

**Professional Affiliations:** Friends Council on Education, Advanced Ed



# WHO SHOULD APPLY?



*The headship of Richmond Friends School represents a unique career opportunity for a creative and visionary educational leader. The ideal candidate will possess a combination of the following attributes:*

## LEADERSHIP TRAITS

- Community builder who will lead in the spirit of Quakerism.
- Unifying leader who is committed to inclusion, diversity, and equality.
- Leader with expansive goals and a commitment to academic excellence and the development of the whole child.
- Inspiring, motivating leader with the ability to articulate a compelling vision.

## PERSONAL QUALITIES

- Compassion, patience, kindness, empathy, and personal humility.
- The willingness and ability to be an effective decision-maker and hold members of the community accountable to Richmond Friends School's values and policies.

## SKILLS AND EXPERIENCES

- Appreciation and support for Quaker principles, decision-making, and education.
- Significant and relevant teaching experience.
- Demonstrated leadership skills in curriculum writing, planning, and review.
- Cultural and racial competency, including experience in equity, inclusion, and anti-bias work.
- Excellent administrative and managerial skills, including the ability to hire equitably, mentor and evaluate effectively, and enforce standards of accountability.
- Exceptional listening and communication skills, including the ability to be clear, direct, authentic, and open to the ideas of others.
- Administrative experience, including budgeting, fundraising, and public relations.
- Financial acumen.
- Technological fluency as it relates to school operations, including the use of standard office software, and knowledge of and/or capacity to learn key educational software products.

# INTEGRITY

# APPLICATION PROCESS

Preference will be given to applications received by January 6th, 2020.

Please send one (1) file to [rfsheadsearch@gmail.com](mailto:rfsheadsearch@gmail.com) including:

- Cover letter
- Resume/CV
- Statement of educational philosophy and leadership
- List of three references with contact information  
*(references will not be contacted until the candidate is notified)*



# COMMUNITY



*Richmond Friends School is dedicated to the goal of building a culturally diverse and pluralistic community and strongly encourages applications from people of color, LGBTQ+ candidates, and women.*