

# HEAD OF SCHOOL OPPORTUNITY PROFILE

## JOB ROLE AND SUMMARY

Knox Classical Academy is seeking an exemplary, Christ-centered leader who is committed to excellence. The Head of School faithfully honors, upholds, and seeks to further the mission and vision of the school.

## WHO WE ARE

Knox is located in the Twin Cities and opened in the fall of 2023 with 68 students, K-12. Knox offers a three-day week classical education with blended classrooms in a Christ-centered community. Knox seeks to cultivate lifelong learners and seekers of truth.

## OUR MISSION

Provide families with a classical core education at an exceptional value in a Christ-centered environment.

## OUR DISTINCTIVES

### Christian

- Love God [Matthew 22:37]
  - The goal of our education is to help form students into learners and lovers of God [Matthew 28: 18-20; Matthew 19: 13-15].
  - We equip our students to evaluate and discern their entire range of experience in the light of God's Word and to do so with eagerness, in joyful submission to God [Hebrews 5:14].
  - We do not labor in vain; instead, we are equipping wise builders of the Kingdom for His glory [Habakkuk 2: 13-14; Matthew 7: 24-27].
- Love Others

- We desire our students to help the weak and to learn from the strong [Romans 15:1].
- Because learning takes the form of both knowledge and character, learning in knowledge must be coextensive with learning in character or arrogance may result. Our school culture encourages students to gain knowledge that does not puff up but rather builds up through love and service to others [1 Corinthians 8: 1-3].
- Our staff and board will endeavor to provide a clear model of the biblical Christian life [Matthew 22: 37-40, Matthew 5: 13-16].
- We seek to uphold the family and church as God's normal means for discipleship [Eph. 6:4].

## Classical

- A classical education is based on great ideas, great books (including primary sources when possible), foundational truths and principles, and enduring traditions and skills.
- We educate with the whole person in mind and therefore equip students with deep theology and excellent academics for all of life, no matter the vocation to which a student is called [1 Corinthians 10:31].
- Classical learning is rooted in the trivium; that is, grammar, logic and rhetoric. These are not stages of development but thinking skills that students must engage to deeply understand a subject. When we learn any new subject, skill, or discipline, we approach it through grammar, logic and rhetoric thinking so that we move from the concrete to the philosophical.
- In grammar, concrete ideas teach students the fundamentals of a subject.
- In logic, students use reasoning skills to move toward understanding how the parts of a subject are related to one another.
- In rhetoric, knowledge is poured out to teach, persuade, and disciple.
- The trivium allows us to teach the individual student how to think, meeting them where they are, unconstrained by their age. The trivium also harmonizes with the biblical concepts of knowledge, understanding, and wisdom.

- The following chart helps to describe the various stages of the trivium, using an example subject, the Civil War:

<b>GRAMMAR</b>	<b>LOGIC</b>	<b>RHETORIC</b>
This thinking skill is concrete. The student demonstrates a tangible knowledge of the subject.	This thinking skill is reasoning. The student demonstrates their understanding by distilling information.	This thinking skill is philosophical. The student demonstrates their understanding through explanation or argument.
Students can answer tangible questions such as: Who? What? Where? When?	Students can reason to conclusions: Why?	Students can argue their point, teach about the topic, and discuss.
Subject: Civil War Who fought? What were they fighting over? Where were the battles? When did it happen?	Subject: Civil War Why did they fight? Was it just a war? Will there be another Civil War? Did it benefit the US?	Subject: Civil War Write a thesis. Hold a position in debate. Explain their reasoning. Teach on the topic.

## Core Curriculum

- 3-day model: Knox is dedicated to the belief that the core academic studies of math, science and humanities can be successfully taught in a 3-day model. All classes are taught on campus Tuesday-Thursday. Mondays and Fridays are home days, where parents have discretion to provide additional school work, take field trips, or engage in extracurricular activities. In this model, new material is not expected to be taught at home; however, parents are encouraged to help students practice what they have learned through review, and foster a healthy, consistent home learning environment. Homework is primarily an assessment tool for teachers and parents will not be expected to help students complete it correctly.
- Prioritizing family: Knox partners with parents by providing a core classical education, where academic needs are met but more time is afforded to families

for training and enjoying their children. John Knox believed that the purpose of education was “the virtue and godly upbringing of the youth of this Realm and was envisioned as a partnership between home, school and kirk [church].” We aim to embody his vision.

- Integrated learning and ages: Fields of study are offered school-wide at the same time each day. Students progress at different rates through learning groups as they master the material, allowing for strong and weak students to learn alongside each other within the same academic environment.

## PHILOSOPHY OF EDUCATION

Knox provides a classical education for families, rooted in a biblical worldview that seeks to recognize goodness, truth, and beauty. We intentionally named the school after John Knox, the great Scottish reformer who, along with his brethren, regarded education as essential to passing the Christian faith to the next generation. We, like him, seek to promote “the virtuous education and godly upbringing of the youth [in our care]” that they might have the “knowledge and erudition” necessary to “profit and comfort” the church and society. *First Book of Discipline* (1560). At Knox, we understand that classical Christian education is ultimately about how to learn, and most importantly, how to learn truth.

We use the trivium because it is foundational to building the thinking skills necessary for navigating the world around us. We begin with the grammar essential to the various subjects we study. We then train students in logic and out of this formation of thinking emerges the rhetoric of writing, reading and speaking. By concentrating on the core fields of humanities, mathematics, and science, we are able to give students the time for mastery.

We focus on learning rather than grades, affording students the opportunity to puzzle through questions, take risks in their conclusions, and discover truth. We are committed to an intellectually robust education through copious reading, a stimulating classroom environment, and strong academic pedagogy.

With the overarching aim of love for God and others, we strive for a culture of humility, excellence, and servanthood. Our hope is to offer education for the whole child that equips future men and women to advance the Kingdom of God.

## YEAR ONE STATISTICS

2023 Enrollment: 68 students

2024 Target Enrollment: 90 students

Student to Teacher Ratio: 12 students: 1 teacher

Staff Size: 8 faculty and 1 instructional aide

## POSITION OVERVIEW

### HEAD OF SCHOOL

#### QUALIFICATIONS:

- Bachelor's degree
- Member in good standing at a faithful, gospel-centered church
- Subscribes to the orthodox Christian faith and historical Christian ethics
- Strong organizational and communication (both written and oral) skills
- Experience as an administrator or teacher in a classical school (preferred)
- Proactive problem solver who demonstrates initiative and decisiveness
- Articulate, strategic thinker who can continue to grow a school through admissions and fundraising
- Understands how to discipline the "whole child" in an academic environment

#### SECOND YEAR RESPONSIBILITIES:

- Inform and guide the Board of Directors with ongoing start-up priorities.
- Teach a humanities course one day per week to a small group of students
- Refine student enrollment procedures
- Assess for student placement
- Hold interviews with families
- Hold interviews with teachers

- Hold events to build community

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Overseen by the Board of Directors, the Head of School's primary role is to direct and implement Knox's curriculum, policies, and procedures
- Work closely with the interim Head of School to effectively transition into the Head of School role
- During the 2024-25 academic year, and thereafter as necessary, provide classroom instruction
- Take responsibility for the academic, theological, and cultural endeavors of the school. These include, without limitation:
  - Uphold the mission and vision of the school
  - Instill biblical values in every area of the school culture
  - Cultivate the heart of students through loving discipline
  - Meet with families regarding academic and discipline concerns
  - Function as a "chaplain" for students and faculty
  - Manage teachers in their classroom management, lesson planning and professional development
  - Assist in recruiting and hiring teachers and other staff members
  - Maintain facilities that foster a nurturing educational environment
  - Lead in education and curricular development and selection
  - Implement school handbook and propose changes to the Board of Directors

## SUBMISSION INFORMATION

### SALARY & BENEFITS:

Salary and benefits are negotiable and generally competitive with the local market for private Christian schools.

For more information or to apply, email [info@knoxclassical.com](mailto:info@knoxclassical.com)