



HEAD OF SCHOOL JOB DESCRIPTION

TITLE: HEAD OF SCHOOL (Grades K-12)

QUALIFICATIONS: Ohio Administrative License & Master's Degree or higher in education, administration, or related field (Doctorate preferred).

REPORTS TO: School Board

POSITION SUMMARY: The Head of School serves as the spiritual, academic, and administrative leader of Harvest Preparatory School. This role is responsible for the overall leadership and management of the school, including strategic planning, faculty and staff development, curriculum oversight, financial stewardship, enrollment growth, and community engagement. All responsibilities are to be carried out in a manner that upholds biblical principles and advances the mission of the school and supports the ministry of World Harvest Church.

ABOUT US: Harvest Preparatory School is the K-12 educational division of World Harvest Church. The school serves approximately 800 students in grades K-12 and is located on a 58-acre campus on the Southeast side of Columbus, in Canal Winchester, Ohio. The school is divided into three divisions: Lower School (Kindergarten-Grade 5), Middle School (Grades 6-8), and Upper School (Grades 9-12). The school is a chartered non-public private school and meets or exceeds all expectations established by the Ohio Department of Education. Since 1986, the school has maintained membership status with the Association of Christian Schools International.

Our mission is to educate students with Biblical wisdom, to develop strength of character, and to teach principles with a Christian worldview. Our vision is to shape Warriors for life who are spiritually intuitive, think innovatively, and are intellectually prepared for their future.

PERFORMANCE RESPONSIBILITIES:

- Serve as the spiritual leader of the school, modeling and cultivating a Christ-centered culture.
- Ensure that biblical truth and a Christian worldview are integrated throughout all school programs and policies.
- Promote and protect the mission, vision, and core values of the school in all areas of leadership and decision-making.
- Oversee development and implementation of curriculum that meets high academic standards and reflects biblical integration.
- Supervise, evaluate, and support principals, faculty, and staff to promote instructional excellence.
- Foster a culture of continuous improvement, innovation, and data-informed instruction.

- Oversee daily operations including budgeting, facilities, and compliance with applicable laws and accreditation standards.
- Partner with the finance team to ensure financial sustainability, transparency, and stewardship.
- Lead the strategic planning process to support short- and long-term goals for school growth and improvement.
- Oversee admissions and retention strategies to grow and sustain enrollment.
- Engage with donors, churches, alumni, and community partners to advance the school's mission and fundraising goals.
- Serve as the primary spokesperson and ambassador for the school in the community.
- Recruit, develop, and retain high-quality Christian educators and administrators.
- Foster a positive, collaborative, and professional work environment that reflects the love of Christ.
- Provide spiritual encouragement and professional growth opportunities for faculty and staff.

COMPENSATION & BENEFITS:

- Competitive salary commensurate with experience
- Health and retirement benefits
- Tuition discount for children
- Professional development opportunities
- Relocation assistance (if applicable)

HOW TO APPLY:

Interested candidates should submit the following to **schoolboard@harvestprep.org**.

1. Cover Letter expressing interest and personal faith journey
2. Resume/CV
3. Statement of Christian Philosophy of Education
4. Three professional references (at least one pastoral)