



# HEAD OF SCHOOL

## OPPORTUNITY PROFILE

# GREETINGS

FROM THE CHAIR OF THE SEARCH COMMITTEE

Dear Prospective Head of School Candidate,

Thank you for your interest in the Head of School position at Regents School of Oxford. Our desire is that this Opportunity Profile will offer you a first glance at our school and the key characteristics needed in our next leader.

This is an exciting time in the life of RSO. Our faculty and Board of Directors are unified and invigorated and their energy is palpable throughout campus. The ACCS accreditation RSO achieved in 2013 marked the beginning of our journey to become the best classical Christian school in Mississippi, continuing last year with the inception of the Omnibus curriculum in the Upper School. This momentum, coupled with the designation that Oxford is one of the fastest growing towns in the region and one of the most desirable counties in the U.S. to live, makes for a wonderful opportunity to create a dynamic future for RSO.

Our next Head of School needs to be a visionary leader who can build upon recent improvements, increase enrollment, retain students from year to year and enhance the RSO community culture. We are searching for a leader to knit the community together both spiritually and academically.

We encourage you to read through this Opportunity Profile and to further explore our website for additional information. If you are interested in pursuing this opportunity, please reference the Process of Candidacy page to begin the application process. If you have any questions, please contact Laura Coverstone (615-261-4623) or Ed Poff (860-983-0367), the JobfitMatters Consultants who are assisting Regents School of Oxford in this search.



Sincerely,

Molly Mogridge  
Search Committee Chair





# OVERVIEW

Founded in 2000, Regents School of Oxford is located in the idyllic small town of Oxford, Mississippi. With approximately 200 pre-K-12 students, Regents School of Oxford is steadfastly committed to its vision for a high quality, independent classical Christian education. It remains the only Christian K-12 school in Oxford. RSO is unwavering in helping students develop academically, spiritually, and emotionally. The attributes below highlight the school's unique characteristics:

### ***Commitment to Classical Christian Education***

Regents' mission is to train its students through a classical Christian education and disciple them to love, serve, and glorify God in order to become godly men and women. Regents is the only Christian School in Oxford, so offering a quality education on the foundation of biblical principals is a distinctive which draws RSO families together.

### ***Academic Excellence Confirmed by Accreditation***

Regents achieved its accreditation by the Association of Classical Christian Schools in October 2013 with a recent renewal in November 2015. This affirmation of the academic growth of Regents is an exciting marker in the life of the school upon which the next Head of School can build.

### ***Dedicated Faculty***

Regents' faculty strive to meet the needs of all students so that they may achieve the greatest success allowed by their God-given talents. Each faculty member has a knowledge of his or her academic discipline and a passion to share it with students. Parents choose Regents for the individualized attention their children receive in small classes with dedicated teachers.

### ***Community Culture***

Regents is committed to ensuring that as the school grows, it will maintain its valued sense of community. RSO community members describe the culture as "sweet, loving, warm, beautiful, family-oriented, accepting, nurturing, and full of goodness, beauty and truth." With a student-to-faculty ratio of 7:1, Regents values the personal attention small class sizes afford.

The next Head of School needs to build upon these strengths and should be a strong leader who embraces and advocates for classical Christian education. We are looking for a relational, visionary leader committed to nurturing students in their Christian faith and guiding the academic program in the classical tradition. Most of all, the next Head must be highly motivated to tell the story of Regents in and around the Oxford community, providing the funds and friends that Regents needs to grow and mature.

To learn more about Regents School of Oxford, see <http://www.regentsschoolofoxford.com/>.





# HISTORY

## *of Regents School of Oxford*

### **1999**

Regents began by God leading several families to dream about a quality school founded upon a Christian world view. Ted and Jenny Smith, Ben and Robin Bolton, and Jim and Karen Holland began the process of “team dreaming” and began meeting to pray and consider the possibility, each bringing God-given talents and skills. On July 27, 1999 the vote was made to proceed and the process of forming a vision statement began. On August 10, 1999, a Board of Directors was created and a vision statement adopted to create a classical Christian school. After much prayer and thought, the name ‘Regents School of Oxford’ was adopted on September 7, 1999.

### **2000**

The search for facilities began with the RSO Board leasing the old College Hill Academy School. The main building was transformed by many that caught Regents’ vision. Parents, board members and community members rolled up their sleeves and pulled out their checkbooks to assist in God’s plan. Regents School of Oxford opened its doors officially on September 5, 2000 to **18** excited students.

### **2002**

Regents hired its first full-time Headmaster to oversee & lead its gifted teachers. The blessings Regents received in staffing full-time administrative positions were very evident through steady growth and continued parent support. Regents parents started “Parents-In-Prayer, a weekly gathering of parents to pray over Regents and seek God’s blessing and guidance for the school, its faculty & staff and its students.

### **2003**

Excitement grew as RSO opened its doors on September 2, 2003 to approximately **80** students in PreK-5th grades. Growth for the school was a continued blessing and its Board of Directors prayed and sought guidance for the continuance of growth and its vision of having a full PreK-12th grade school in the Oxford community sooner rather than later.

### **2004**

As Regents’ PreK-5th grades continued to fill up, the school enrolled its first 6th grade class. These 5 students began RSO’s Middle School Program and capped their year by joining Campus Crusade for Christ on a mission trip to Italy. God’s hand was evident and great strides continued to be made during Regents’ short life. The school began attempts at developing an athletic program starting with PeeWee Basketball for both girls and boys.

### **2005**

A new visionary headmaster was hired to help implement the Board of Directors’ goal of Regents being Early Ed. through Upper School (PreK-12th grades). A focus on teacher training was implemented by having our faculty participate in the Annual Summer Training Program at Logos School in Moscow, Idaho. Much occurred during the year to supplement classroom instruction. All classes enjoyed many field trips, school-wide events and ministerium service projects. The facilities saw improvement through our parents installing a new playground fence and renovating several of the larger rooms.

# HISTORY

## *of Regents School of Oxford*

### **2006**

Regents reached a total enrollment of **107** students in grades PreK-7th grade. This increase in students created a need for more space. After seeking God's direction, the Board of Directors approved a building fundraising campaign. Regents witnessed the foundation of a Middle School, both literally and figuratively, as God allowed the school to raise \$130,000 to remodel the Middle School and begin Phase I renovations of the gymnasium for more classroom space. A Middle School Athletic Program was started and the school secured a 50-year lease with the North Mississippi College Board for the continued use of the facilities.

### **2008**

This year marked the beginning of the addition of 9th grade, starting the Upper School Program. Again, God used 5 students to pave the way for future growth. Two sections of Kindergarten classes were created with the Board of Directors reiterating the desire to retain small classes by capping class size at no more than 18.

### **2009**

God continued to bless Regents and enrollment doubled in only three years - Regents reached **200** students with a growing faculty and staff. Newly renovated rooms in the College Hill Community Center were opened for use in the fall with the Upper School Building being established. Regents' Theatre and Drama Club were created and completed the year with performances of *Two Fathom Mark Twain* and *Dick and Jane Meet Mr.*

*Shakespeare*. Athletics continued to grow through swimming, cross country, and both Pee Wee and JV Basketball.

### **2010**

Regents celebrated its 10th Anniversary in the Spring of 2010 with a full day of special events – the day started with a race and ended with a family picnic & square dance. Special Recognition was given during the Anniversary Celebration to those teachers, students and families who had been with RSO since its opening. Athletics added Pee Wee and JV Cheerleading as well as JV Football.

### **2011**

In 2011, Regents ushered in a new Headmaster to lead its **240+** students. Once again, the Board of Directors faced the problem of growth and God provided answers in the way of forming an Early Ed. Campus at College Hill Presbyterian Church for PreK and Kindergarten classes. Parents volunteered and built the Early Ed. Playground. Two sections of PreK-5th grade were added for the fall along with the creation of several new administrative positions, Director of Early Ed., Director of Grammar School and Director of Upper School. The House System was created for the Middle & Upper Schools: East, West, North & South Houses. The Houses meet weekly with a year-long competition culminating in the Founder's Cup Award.

### **2012**

Faith Rewarded! Regents had the joy of

graduating its first senior class of 3 students in the Spring of 2012. God completed the Board's vision of having a PreK-12th grade classical Christian school in the Oxford, MS community. Regents had its first participants (Feb 2012) in the MS State Science Olympiad competing in 14 events, placing in the top 3 positions in 6 events. Tennis and Golf were added to the RSO Athletic Program. A new Headmaster joined RSO for the fall with enrollment at **200**.

### **2013**

God led the RSO Board to apply for Accreditation with the Association of Classical Christian Schools (ACCS). Regents hosted ACCS for a 2-day accreditation visit and was granted ACCS accredited status in October, 2013. The House System named new Houses; Ignatius and Columba. Regents raised over \$40,000 during its Spring "20-in-20 Build the Wall Campaign. Archery was added to the Athletics Program. Fall enrollment was **188**.

### **2014**

As a means to further growth RSO added its first full-time Athletic Director. Soccer, Jiu Jitsu and Strength Training were added to RSO's Athletic Program. Fall enrollment was **185**.

### **2015**

The Board of Directors created a Strategic Planning Committee made up of Board, Faculty and Parents to seek God's direction for RSO and to develop a 5-year Strategic Plan for Regents. A new

Mission Statement was approved for RSO as well as new academic and athletic logos and uniforms. Granting of continued ACCS Accreditation was received by RSO in November 2015. Omnibus was chosen as a new curriculum for the Upper School and Protocol was developed as a cultural educational tool for 9-12th grades. Lacrosse, Rowing, Gymnastics and Cheer were added to RSO's Athletic Program. A new fundraising effort through Feed the Need raised over \$79,000 with \$50,000 going towards RSO in the areas of teacher training, technology upgrades, new phone system, and new playground equipment. Regents graduated 5 Seniors in May 2015. Fall enrollment was **208**.

### **2016**

The Board of Directors reasserted their desire for RSO to be a committed classical Christian School, as founded, serving as a covenant school to Christian families. New administration positions were either created or reinstated; Director of Operations, Academic Dean, Director of Early Ed., Director of Upper School, and Director of Buildings/Grounds. Regents graduated 1 Senior in May 2016. RSO implemented a new Teacher Certification Program for continued employment. Projected enrollment for Fall 2016 is **200** with 2 class sections in PreK-4th grades.

The mission of  
*Regents School  
of Oxford,*  
aspiring to be a leader in  
*Classical Christian  
education,*  
is to...

# THE MISSION

## **MISSION STATEMENT**

The Mission of Regents School of Oxford, aspiring to be a leader in classical Christian education, is to disciple our students to love, serve, and glorify God in order to become godly men and women through a classically driven, gospel centered school committed to:

- Rightly using the inherent tools of learning.
- Cultivating a challenging and joyful environment that encourages them to think logically and communicate their conclusions persuasively.
- Infusing Christian theology in all we do.

## **STATEMENT OF FAITH**

We believe that the Bible in its entirety is a divine revelation, and we submit to the authority of His Holy Scripture, acknowledging it to be inherently inspired by God and to carry the full weight of His authority.

We believe in one God: Father, Son and Holy Spirit. He is the creator of all things, omnipotent, omniscient, and omnipresent.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right of the Father, in His personal return in power and glory.

The Father and the risen ascended Son have sent the Holy Spirit to dwell in the hearts of believers, effecting their regeneration and operating in their sanctification. This same Holy Spirit brings His people together to form a corporate community of believers. We believe in the spiritual unity of all believers in our Lord Jesus Christ. We believe that the triune God has established a visible church which is called to live in the power of the Holy Spirit under the authoritative regulation of Holy Scripture, exercising discipline and administering the sacraments, and preaching the gospel of Christ.

We believe that salvation is by grace alone through faith alone, on the merit of Christ alone. This faith without its accompanying works is dead.

We believe in the resurrection of both the saved and the lost: they that are saved to the resurrection of eternal life; they that are lost to the resurrection of damnation.

Regents has been established on the foundation of beliefs expressed in these statements. The substance of these statements is considered primary doctrine of Regents. When other types of doctrine or issues arise, they will be referred to the family and local churches for final authority.



# THE NAME

According to *Webster's Dictionary*, the definition of a "regent" is "one who rules or administers during the absence of a sovereign." In the creation record of Genesis, God made man in His image to have dominion over the earth. As believers in the Lord Jesus Christ, we understand that we are not the sovereign ones, but are waiting and remaining in active service until our Sovereign returns. We are the Lord's regents, and as such we are to be responsible caretakers and rulers over all that He has placed in our hands, including our intellectual and spiritual gifts and abilities. Thus, the school is for regents, and it is our prayer that the education provided by Regents School of Oxford ("Regents") will help prepare our children for the undertaking.

# ACADEMIC PHILOSOPHY

Within curriculum and instruction, Regents School of Oxford strives to be Gospel-centered and Classically-driven. Both of these tenets shape why we teach, what we teach, and how we teach.

We believe that the center of all of life—including learning—is Christ. As Paul says in Romans 11:36, "For from him, and through him, and to him are all things." Therefore as we teach, we begin from the Source and trace His character and story of redemption throughout all of our studies of God's world and His Word. Knowledge for knowledge's sake, however, is not the aim. The aim is that students will be so captured by God and His creation that they will be motivated to bring glory to Him through lovingly serving their neighbors.

Although classical Christian educational philosophy is a relatively new movement, it harkens back to the education of the Middle Ages, but ultimately finds its roots in the methods of classical Greece and Rome. Drawing from these sources, we apply the principles of the Trivium using the teaching methods and content best suited to each stage. We draw our students into the "great conversations" of the ages through interacting with texts and authors who have stood the test of time and human experience. Rather than treating each discipline as entirely distinct, our curriculum is integrated and spiraled. Finally, Latin, Logic, music, and art remain important elements of our curriculum requirements.

For more information about Regents' Curriculum, see <http://www.regentschoolofoxford.com/#academics/lhrj9>

# REGENTS SCHOOL OF OXFORD AT A GLANCE

## INTRODUCTION

RSO is an independent, co-educational, PreK-12th grade day school that offers a classical and Christian education.

## TUITION

**GRADES PREK-K:** \$5,520

**GRADES 1-6:** \$6,887

**GRADES 7-12:** \$7,550

(for more tuition information, see [RSO Tuition Info](#))

## FINANCIAL

**Annual Budget (2015-2016):** \$1.26 million

**Giving (2015-2016):** \$83,000

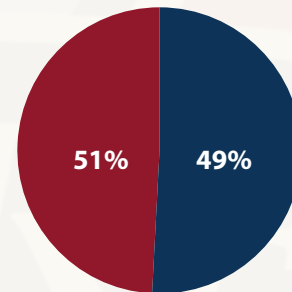
**Total Debt:** \$0

## ACCREDITATION & MEMBERSHIP

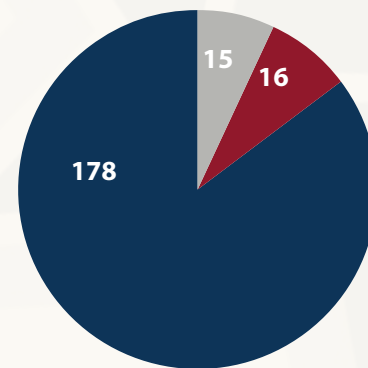
Regents School of Oxford is a member of and accredited by the Association of Classical and Christian School (ACCS).

## ENROLLMENT

210  
STUDENTS



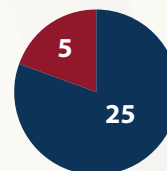
Boys  
Girls



**Grammar School**  
(Grades PreK-6)  
**Rhetoric School**  
(Grades 9-12)  
**Logic School**  
(Grades 7-8)

## FACULTY

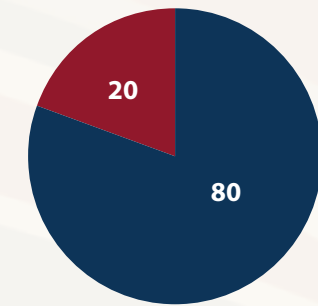
35%  
HOLD ADVANCED  
DEGREES



Full-time  
Part-time

## CLASS OF 2015

100%  
COLLEGE  
PLACEMENT



Public  
Private

80%  
Four-year college

20%  
Two-year college

0%  
Missions/Work/Military

## CLASS SIZE

7:1

FACULTY/STUDENT  
RATIO



AVERAGE CLASS SIZE  
(12 students)

## FINANCIAL AID

11%+  
RECEIVE NEEDS-BASED  
FINANCIAL AID

\$47,500  
AWARDED IN NEEDS-BASED  
FINANCIAL AID  
(2015-2016 academic year)

## COLLEGE ACCEPTANCES & MATRICULATIONS

Eight total students have graduated from RSO with college acceptances from University of Mississippi, Mississippi State University, Northwest Community College, Samford University, Belmont University, Covenant College, University of Alabama, and University of Alabama Huntsville.





# ATHLETICS AND ACTIVITIES

Regents offers a variety of athletic opportunities for students of all ages. The athletic program grows each year and more opportunities are continually being added.

**Fall Sports:** Soccer, Swimming, Cross Country, Triathlon Training (new)

**Winter Sport:** Basketball

**Spring Sports:** Lacrosse, Archery, Fishing, Tennis (new)

**Summer Sport:** Rowing

**Year Round:** Brazilian Jiu Jitsu, Gymnastics/Cheer, Strength and Conditioning

- House System for Upper School
- Drama (new)
- Protocol
- Service Projects for Upper School
- Field Trips for all grades



# SPIRITUAL EMPHASIS

Nurturing students' faith is a primary focus in the life of the school. Daily, weekly, and event-based spiritual activities complement the biblical training students experience in classrooms every day with their teachers.

**Daily** - Students begin each morning singing a praise song in the hallway together with their schoolmates. Each homeroom then has a time set aside to begin the school day with morning prayer and pledges.

**Weekly** - Every Wednesday morning all grades attend Chapel for recitations, praise songs, and a short message from different members of the RSO community. Each grade learns scripture, songs, and poems to recite in Chapel services. All grades recite a couple of times each semester.

**Ongoing Special Programs** - Students of all ages participate in different events, plays and faith-based projects led by the teachers of their grade each year. These include but are not limited to singing for different nursing homes, Veterans Day program, Christmas play, Old Testament play, Grandparents Day, National Day of Prayer, community service projects, and many more.

**Bible Study** - Older students also have the opportunity to attend a faculty-led Bible Study off campus one night each week.



# HEAD OF SCHOOL PROFILE

## THE POSITION

The Regents School of Oxford Board appoints the Head of School to serve as the chief spiritual, academic, and executive leader of the school. Serving as a non-voting member of the Board, the Head of School reports to and is assessed by the Board of Directors.

Under the previous Head of School, the Head's leadership team was structured with the following members: Director of Operations, Director of Upper School, Director of Curriculum and Instruction, Business Manager, Academic Dean, Technology Coordinator, Athletic Director, Director of Events and Records, and Director of Buildings & Grounds.

## LEADERSHIP CHARACTERISTICS OF THE IDEAL HEAD OF SCHOOL

### ***Spiritual Leadership***

- Be a spiritually mature Christian displaying Christ-centered servant leadership that integrates faith and work
- Winsomely articulate a Christian worldview to students, faculty, staff, parents, and the community.
- Serve as a spiritual mentor and shepherd to faculty.
- Be known as a person of impeccable character, respected as trustworthy, living the values of integrity, service, and respect for others.

### ***Executive Leadership***

- Above all, ensure that Regents School of Oxford does not drift from its core mission *to be a leader in classical Christian education and to disciple students to love, serve, and glorify God.*
- Be an excellent team builder, team leader, and motivator; this person must inspire enthusiasm, cast the vision, and be open to and create new ideas for continuous improvement, growth, and development.
- Be the key promoter of the school, responsible for enrollment, retention, and fundraising success.
- Be a natural community leader, both on campus and off. Create further understanding, excitement and engagement in the mission, vision and ministry of RSO resulting in

increases of the investment of time and resources of the total community.

- Develop and implement future plans regarding facility improvement, future facility expansion, and the expansion of upper school enrollment and offerings. Implement fundraising and financial sustainability efforts to ensure the school's health and growth.

### ***Academic Leadership in the Classical Educational Philosophy***

- Have the professional background and educational training to ensure Regents School of Oxford's success in achieving academic excellence from a classical Christian perspective.
- Improve and ensure high standards of the school's curriculum at all levels. Be able to lead financial sustainability efforts to ensure the school's health and growth.
- Focus on the growth and improvement of the Upper School offerings to retain and attract mission fit students and families.
- Recruit, hire, mentor, and retain an ever-improving high-caliber faculty.
- Differentiate RSO's classical approach from other private and public schools in the area.
- Undertake all necessary activities to maintain ACCS accreditation.

### ***Relational and Communication Skills***

- Be winsome and articulate with a passion for the school's mission and be able to tell the RSO story in a compelling manner that attracts students, faculty, and staff.
- Possess a deep commitment and passion for classical Christian education.
- Be a good listener, actively listening to new and different viewpoints and engaging in dialogue regarding these viewpoints, but ultimately having the courage to be decisive and bold.
- Channel the community's enthusiasm and energy into future growth and improvement. Possess a deep commitment and passion for classical Christian education.
- Live and worship in the Oxford community and fully engage in and promote all activities of the school providing community focused role model behavior for faculty, staff, board and parents.



# EXPECTATIONS

## *of the Head of School*

Successful leadership in any educational institution is judged by how well its leader meets the expectations of its Board, meets the needs of its students, and responds to the input of its faculty, administration and other constituent groups. In a recent survey, respondents from a cross section of the community named the top three priorities for the next Head of School to be 1) improve the academic performance of the students, 2) strengthen the spiritual development of the students, and 3) improve the communication among faculty, administration, parents, and students..

Following are the key priorities included in the Board's Strategic Plan, currently being finalized by the Board. This Plan represents the priorities of the current board, and the new Head of School will influence future Strategic Planning.

The Head of School will:

1. lead efforts to increase enrollment to 250 in 3 years, 350 in 5 years and 500 in 10 years, ensuring that new families align with the Christian and classical mission of RSO.
2. drive academic excellence by evaluating curricular needs and ensuring necessary changes to create a rigorous educational environment.
3. form a partnership network with local churches in the Oxford-Lafayette community.
4. seek to make RSO an ethnically-diverse community.
5. create and implement a fundraising plan that covers scholarships, teacher training, and future facilities and/or campus.
6. lead a comprehensive, on-going outreach campaign for RSO in Oxford- Lafayette community and at the University of Mississippi.
7. focus on the retention and growth of the upper school.
8. develop and implement a plan to support, serve and educate RSO families about classical, Christian education and current issues facing our families and community.
9. collaboratively support the Board in developing a 10-year strategic plan for RSO that addresses facilities, athletics, fundraising, faculty, curriculum, spiritual development and community culture.



# THE COMMUNITY

## *of Oxford, Mississippi*

Nestled in the Hills of North Mississippi, Oxford, Mississippi is the home of the University of Mississippi, also known as Ole Miss. Nobel Prize winning author William Faulkner made his home here and found inspiration in the people and places of Oxford and Lafayette County. Many writers have followed in Faulkner's footsteps, making Oxford their home over the years adding to the literary reputation Oxford has become renowned for including: Larry Brown, Barry Hannah, Willie Morris and John Grisham to name a few. Touted as the "Cultural Mecca of the South", creativity abounds in Oxford as musicians, artists and writers alike find inspiration in Oxford's rich history, small town charm and creative community. Over the years Oxford has also been known for offering exceptional culinary experiences including award-winning chefs and restaurants.

Recent U.S. Census Bureau statistics for county and metro-area populations in Mississippi show Lafayette County had the highest percentage growth in the state.

The University of Mississippi's steady-growing student population has helped pave the way for important growth in industry and commerce in the area. Lafayette County also boasts a cultural richness unlike any other. The historic Courthouse Square is filled with an eclectic assortment of enterprises, and plays host to a diverse artistic scene, with entertainment guaranteed to please any palate.

Lined by ornate balconies, brimming with color and life, downtown Oxford's resemblance to a diminutive New Orleans has earned it the title of "The Little Easy." Overflowing with charm and a history unlike any other, Oxford's uniqueness captivates its visitors like a true Southern Classic.



# IDEAL CANDIDATE

## *Where is the Ideal Candidate Today?*

The ideal candidate will likely come from a classical Christian school, but the right leader may come from a variety of vocations or careers as long as the person has experience in and passion for the classical model. The candidate may approximate one of these descriptions. This list is not meant to be exhaustive but rather to encourage potential candidates to understand the breadth of experiences that may fit well in this position:

- A successful classical Christian school leader who has led schools of at least 150 students.
- A successful classical Christian school leader who has been an assistant Head or an administrator for at least 4 years with significant leadership responsibilities.
- A successful secular private or public school administrator who believes strongly in classical Christian education, has a solid classical education background, and has a significant understanding of non-profits, boards, and fundraising.
- A college or university leader with robust secondary school leadership experience and a commitment to classical Christian education.

# THE PROCESS

## *of Candidacy*

If, after reading this Opportunity Profile, you sense that the gifts and experience God has given you are an initially good match for Regents School of Oxford, we invite you to begin the inquiry process. We handle all candidate information and conversations confidentially. You may contact Laura Coverstone at any stage of the process for more information and to ask questions (see contact information below).

### ***Please provide the following documents for review:***

- A current resume.
- Responses to the following questions:
  1. Please share your Statement of Faith and Christian Testimony
  2. Using what you have learned about Regents School of Oxford from the RSO website, this Opportunity Profile, and any other research you have conducted, describe how your life and career have prepared you to lead and grow Regents School of Oxford.
- Provide the names and contact information (telephone numbers and email addresses) for four references who know you and your career well enough to comment on your suitability for the Head of School position at Regents School of Oxford. (References will only be contacted after we have requested and received your permission to do so.)

### ***Submit this information in one document or .pdf to:***

**Laura Coverstone**

JobfitMatters

[resumes@simainternational.com](mailto:resumes@simainternational.com)

Phone: (615) 261-4623

In the subject line of the email, please write "RSO Head of School".

