

Description

Pinewood Christian Academy in Bellville, Ga., is seeking an Assistant Head of School for the 2026-2027 school year. This position will lead in the areas of Curriculum and Technology as well as being the administrative lead for the Academy Resource Center (ARC). Candidates must have a passion for developing young people and a commitment to our mission as a Christ-centered college preparatory school. The preferred candidate will hold a Master's Degree in Education or a related field or be in the progress of pursuing an advanced degree. They will also possess a superior work ethic, be a strong leader and manager, as well as being an effective communicator.

Responsibilities include:

Curriculum

- Along with the Head of School, prepare and oversee the Instructional Budget.
- Leads the planning, development, implementation and evaluation of the school curriculum to ensure that it meets standards established by the school.
- Provides instructional guidance and support to teachers, along with the instructional coach, in assuring best instructional practices
- Along with the Head of School, facilitate professional development initiatives that support best teaching practices and curriculum understanding.
- Monitor and evaluate the curriculum and teaching practices using student performance data
- Work with Administration and teachers to ensure that the curriculum is effective

Technology

- Along with the Head of School, prepare and oversee the Technology Budget.
- Along with the Head of School, develop and implement a long-term technology strategy
- Oversee the school's technology infrastructure including hardware, software and networks, ensuring they are reliable and secure.
- Coordinate needed digital repairs, improvements with IT team
- Manage tech related projects from development to implementation to ensure efficacy
- Stay up to date on emerging technologies that support applications consistent with our mission and model of education.

Interested candidates should submit a cover letter, resume and college transcript to Kevin Cloud at kcloud@pinewoodchristian.org.