



**Columbus
Academy**



Position Statement

**Assistant Head of School for
Academic Affairs**

Columbus Academy

Gahanna, Ohio

July 1, 2026



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Overview

Founded in 1911, Columbus Academy is a preK-12 coeducational college preparatory Day School of 1,075 students located on a beautiful 231-acre campus ten miles from downtown Columbus, Ohio. Student programs are organized into three divisions: lower school (Pre-kindergarten – grade 4) middle school (grades 5–8), and upper school (grades 9–12). The school offers a rigorous academic program as part of its mission to educate the whole child—mind, body, and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The school seeks an experienced and qualified individual to serve as the Assistant Head of School for Academic Affairs who can work closely with the Head of School to design and implement faculty professional development, chair the curriculum committee, oversee accreditation, and support the three Division Heads in executing the school's academic program. The Assistant Head of School for Academic Affairs reports directly to the Head of School, but is also afforded a high degree of autonomy while functioning as part of an administrative team to build a unified pre-K-12 school.



A Culture of Community and Character

“Character” cannot be quantified by grades or test scores, yet it lies at the heart of any serious education. At Academy, students study ethics and morality in classes, practice fairness and good sportsmanship on our playing fields, and emphasize service to others across all grades.

Yet while Columbus Academy teaches the big ideas of ethics it is the small, daily acts that shape school culture. *A student shakes a guest's hand in welcome. A senior helps his 5-year-old buddy get to class.* Academy teachers and staff are exemplars of good character who seize on ethical teaching moments as they happen. Teachers ask students to ask themselves: *How do I own my mistakes? What can I do to make someone's day better? Was I the best I can be today?* In the community, students learn by example. They internalize the lessons of character by seeing them played out in the school's culture, every day.

At Academy, the bar is set high. Students are expected to have integrity, where inner qualities match outer actions, and to possess moral courage, where they stand up for principles and defend others. Students are asked to be intentional, to have generosity of spirit and to value people and relationships. The expectation is that students will be the kind of people who do the right thing even when no one is looking.

Academy's history is rooted in the acknowledgement that the community must not just be welcoming but also a leader in the discussions about inclusion and equality. It should come as no surprise then that Academy was the first school in Central Ohio to hire a full-time director of diversity and community life.

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Campus and Location

Place and purpose converge on Columbus Academy's 231-acre campus. Light-filled spaces. Omnipresent technology. Learning labs and arts studios at every turn. Makerspaces, outdoor classrooms, fields of play and quiet wooded trails. Mindfully designed classrooms, libraries and gathering areas. Each is the setting for dynamic, hands-on opportunities and joyful, engaging experiences for students and teachers.

The school campus is located in Gahanna, OH, a suburb located eight miles from Columbus and just minutes from Columbus International Airport. Named one of the 'Best Hometowns' by Ohio Magazine, Gahanna offers 750+ acres of parkland, vibrant neighborhoods, and opportunities for business growth. Rich in heritage and diversity, Gahanna offers a friendly environment, unique historic attractions, high-quality restaurants and accommodations, eclectic shopping destinations and expansive green space.

Columbus is Ohio's state capital and the most populous city in the state. Columbus has a wide variety of museums and galleries, is the home of many performing arts institutions including the Columbus Symphony Orchestra, and boasts the Columbus Blue Jacket NHL team and Columbus Crew SC of Major League Soccer. Columbus is also the home of Ohio State University, one of the largest college campuses in the United States.



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Qualifications

Preferred candidates will possess the following qualifications:

- Secondary teaching, administrative and curriculum development experience in an academically rigorous setting
- Excellent communication and interpersonal skills
- Understanding of independent school accreditation systems and requirements.
- Ability to educate about, manage, and develop programs in areas of multiculturalism, diversity, equity, and social justice.
- Creativity, enthusiasm, and personal warmth
- An understanding of and commitment to emerging educational trends.
- A big thinking visionary bridge builder for academic programs.
- Great listening, and relationship building skills
- Well organized, open, and approachable.
- An academic leader, while being a strong systems thinker

Position Expectations

The individual selected to this position will be expected to carry out the following responsibilities:

- Setting a tone of mutual respect, strong effort, excellence, and good humor
- Serving as a contributing member of the Leadership Team
- Teach at least one class during the school year.
- Finding balance points among the various demands on faculty and administrator time
- Managing the budget accounts for professional development, selected grants programs, tuition, reimbursement, and curricular support.
- Chairing the Curriculum Committee
- Guiding professional development for the entire faculty and staff.
- Coordinating parent, communications and relations.
- Manage the schools for primary grant programs
- Serve as the primary liaison with the Independent Schools Association of the Central States (ISACS)
- Work closely with the Head of School and Board to revise or design the school's strategic vision as needed
- Assist in the planning and execution of programs associated with the school's strategic vision
- Work closely with the division heads to assist in execution of their programs as needed.

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To Apply

Candidates interested in applying for the Assistant Head of School for Academic Affairs role may apply online at:
<https://rg175.com/candidate/signup>

The application includes:

- Letter of Interest
- Resume
- Personal Statement
- List of Five References with contact information

Deadline for receipt of full application materials: **August 1, 2025**

If you have any questions about the search, please contact John Farber of Resource Group 175 who is overseeing the search at: jfarber@rg175.com

Thank you for your interest in Columbus Academy. We look forward to hearing more about your interest in this rare opportunity for an outstanding educator.

Columbus Academy maintains a strict policy of nondiscrimination in regard to employment. All aspects of employment at Academy are governed on the basis of competence, merit, and qualifications, and will not be influenced in any manner by race, color, religion, sex, age, national origin, ancestry, veteran's status, disability, or any other classes referred in applicable state and federal laws.