



## HEAD OF SCHOOL

July 2016

**THE ACADEMY AT OCEAN REEF**  
Key Largo, FL

### THE SCHOOL

The Academy at Ocean Reef is an independent, nonprofit coeducational day school, which includes grades pre-K through 8, and offers an exciting and unique leadership opportunity. Located in the beautiful private community of Ocean Reef Club in Key Largo, Florida, the Academy describes itself as set apart through a traditional college preparatory curriculum, strong core values, connected by a diverse student population, and a strong and dedicated faculty. The student-teacher ratio is 8-1, unusually small, allowing for every student to be known.

An unusual aspect of the Academy is the ability to accommodate seasonal students who may be there for a week to a full year. The school is small with a population of full time member and staff children as well as those who are there seasonally and move in and out of the school. The majority of students

are full time. In the Seasonal Program, students may attend for varied periods from one week to months. Those seasonal students may follow their curriculum from their home school or the Academy program. Seasonal students participate fully during their time including technology, library, arts and physical education, and join full-time students in field trips, after school activities, and after school care.





## HISTORY

Ocean Reef Club itself has a rich history, starting in the 1940's as a rustic fishing retreat, and a place for families to have special time together. The property itself is beautiful and includes mangroves, coral rock, abundant exotic birds and many and varied marine animals. The nearby coral reef incorporates some of the best fishing, diving and boating on the East Coast, if not in the entire world. The area, located about an hour from Miami International Airport and metro area, includes three golf courses, tennis, croquet and all things boating and water related. There is a medical center, the Fishing Village with shops and restaurants, an animal care center, spa, and an extensive cultural center with many programs and classes for members and visitors alike. In 1989 the Academy at Ocean Reef opened its first classes in a building on the property. The Ocean Reef Club includes 2,500 acres where families for generations share memories and time honored traditions since 1945. More detailed information about the Club and the area may be seen at [www.OceanReef.com](http://www.OceanReef.com).

The Academy at Ocean Reef was founded by a group of Ocean Reef members who wanted a quality school experience within the community. Originally called The Little Red Schoolhouse at Ocean Reef, the school opened as a preschool and is now fully accredited through eighth grade. It is a separate independent corporation from Ocean Reef Club.

*"It is a joy to work at this school with bright children and supportive parents."*  
-- Faculty member

The Academy moved into the current 23,000 square foot building in 2002, which includes eight flexible classrooms, a science laboratory, art and music room, a library and a large screened courtyard. The building also includes a 2,000 square foot multi-purpose building, which is used for a dining facility and gymnasium. There is a playground designed to develop physical development and safety.

## MISSION AND GOVERNANCE OF THE ACADEMY

The Academy's mission is "to nurture the intellectual, social, and physical growth of students and to excel within a college preparatory program infused with artistic and athletic pursuits." In addition, the purpose is intended to inspire passion for learning, foster good citizenship and personal honor and integrity as well to respect each other. Students are being prepared for a complex and changing world and are helped to develop a sense of global awareness.



The Academy is committed to a familial atmosphere in a traditional and structured environment, which also fosters individual growth and development. The Core Values are Integrity, Kindness, Courage, Respect and Responsibility. The school is in a safe environment.

The mission of the Academy provides the highest quality of education and prepares students for highly selective secondary schools and colleges. The school is a member of the Florida Council of Independent Schools (FCIS), the National Association of Independent Schools (NAIS), the Florida Kindergarten Council and the Student Exchange and Visitor Program (SEVP).

The Academy is governed by a board of trustees who are responsible for the stewardship of the school, the mission and planning for the school's future. They focus on fiduciary matters and financial planning, including preserving capital and fixed assets, creating and monitoring the budget and participating in fundraising. The board adheres to the concepts of loyalty, compliance and care in the function of the Academy. The board supports the leadership of the head of school, understands its role as a nonprofit entity, and assures the long-term viability of the Academy. Attention is paid to facilities, program and innovation by the board of trustees in an appropriate manner.

The student population is flexible given the seasonal program. The school enrolls children of members of the Ocean Reef Club, as well as children of employees. In addition, children of businesses and homeowners within Ocean Reef and qualified students from nearby communities may enroll. Financial assistance is offered to those families who qualify under the requirement of the NAIS FAST program. The business office manages the necessary forms and keeps applications confidential.

## PROGRAM AND ACTIVITIES

The Academy offers an individualized and broad curriculum, based on national standards as defined by the accreditation agency (FCIS) and other national member organizations. Because the school is small, students may be put on their own individual levels in mathematics and reading. For example, highly able students may be placed in the level above their grade to allow for accelerated learning and academic development. Evaluations are provided through reports cards at the end of each trimester as well as parent conferences.

The academic program is varied and rigorous while also providing progressive individualized instruction. The science program is taught in a well-equipped laboratory, which offers the opportunity for hands-on learning and experimentation. A school wide Science Fair takes place at the end of the school year. Technology instruction is offered throughout, and every student in grades two through eight has access to classroom laptops as well as in the Library/Media center. More than 4,300 volumes and audiovisual materials are available in the library. An annual Book Fair supplements the collection and is sponsored by the Parent Teacher Organization. In addition, physical education classes are held as well as music and drama programs and performances. After school programs include Extended Care, which has individual and group activities. Sports and other after school activities are provided in Ocean Reef Club facilities. The Academy emphasizes lifetime sports and activities including tennis, golf, sailing and dance. There is a Homework Club for first through eighth grade.

The Academy offers many activities for its students. Middle School students have taken school trips to such locations as Washington, D.C. In the Fine and Performing Arts, students have recently performed in the musical *Into the Woods, Jr.* as well as displaying their art work at exhibits.

The class size is limited to ten in Preschool and Pre-Kindergarten. Other grades will not exceed fifteen students. Students wear uniforms in all grades, obtained from Lands' End. There is a Student Handbook, which delineates behavioral expectations and activities.

Detailed information about all aspects of the curriculum and program of The Academy at Ocean Reef may be found on the website: [www.oracademy.org](http://www.oracademy.org)



## THE NEW HEAD OF SCHOOL

The Academy is seeking a new leader who brings experience, energy and academic expertise to the position. He or she should be organized and flexible, as well as being a good listener and a motivator. The school has a small administrative structure with the Head of School being the primary leader. There is a receptionist assistant and a part time business manager. The new head of school should be prepared to take on admissions activities, oversight of finances, fundraising, faculty leadership and evaluation, parent relations and alumni activities. He or she is expected to be a visible part of the Ocean Reef community, involved in the multitude of activities and experiences available. The new Head of School will live in the lovely and fully furnished home provided for him or her, which has a large screened pool area. Some entertaining at the house is usual as a part of community building and fundraising. The ideal next Head of School will be a person who enjoys the resort environment and the many activities including boating, golf and tennis.

Candidates who are interested in applying for the position of Head of School at The Academy at Ocean Reef should send a cover letter explaining his or her interest and ability, a resume, and a one to two page statement of philosophy or experience. All materials should be sent in **one electronic file** to Linda MacMurray Gibbs, search consultant Resource Group 175, at the email address below. While there is no formal deadline, candidates should send materials as soon as possible as well as to indicate if he or she is attending the NAIS conference in San Francisco February 24-27, 2016. If so, an interview can be arranged.



*"We don't know of a better place to send our children to school." -- Parent*

Please feel free to call with questions.

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