



WESTMINSTER
ACADEMY

Biblical Fidelity | Devotional Vitality | Intellectual Integrity

Opportunity Profile

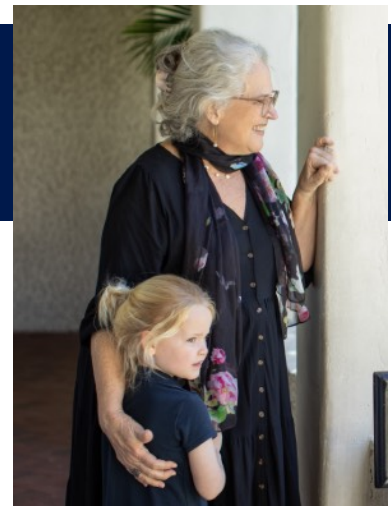
HEAD OF SCHOOL

About Westminster Academy

Westminster Academy—an independent Christian classical school serving children in kindergarten through seventh grade—was founded in 2013 by several families with a vision for a school that would train students to love learning and prepare them to think biblically in all areas of life. The founders of Westminster Academy had seen the results of the revival of classical Christian education in schools across this great nation and were compelled to bring it to Tampa.

This vision has been coming to life for the past thirteen years at Westminster Academy. With the beginning of our Dialectic School in the Fall of 2025, adding our sixth grade, plans to add grades until ultimately becoming a K-12 school, and with an anticipated enrollment for the 2026-27 school year of about 75 students, the school is growing, and will add the eighth grade in the 2027-28 school year. At Westminster Academy we aim to cultivate wisdom and virtue by nourishing the souls of our students on truth, goodness, and beauty. Our deepest desire is for every student to love God, and to enjoy Him forever.

Located in the Midtown neighborhood of South Tampa, Westminster provides a Christian and classical education as a service to the Christian community of the Tampa Bay community. As a Christian school, we are dedicated to teaching every discipline from a Christian worldview. We affirm that all disciplines are interconnected, and are unified in the Lord Jesus Christ, the creator, redeemer, and sanctifier of all things, who providentially orders all for the good of His people and the glory of God (Col. 1:15-20; Rom. 8:28, 11:36). At Westminster Academy, children are taught that trusting and revering God is the first and most important step in acquiring knowledge. Instruction at Westminster Academy, acknowledges that God is evident in creation, sovereign through history, revealed in His son, Jesus Christ, and intimately concerned with us as individuals. Westminster Academy students are taught how history displays God's providence, how mathematics manifests the order and symmetry of God's creation, how the language arts offer the tools necessary to extend Christ's Kingdom, how science testifies of God's actions and methods, and how the creative arts provide a finite ability to create. This integrated and interdisciplinary approach, in concert with scriptural training and regular worship, combines faith and reason to encourage students to develop a thorough and thoughtful Christian worldview.



About Westminster Academy (Cont.)

As a classical Christian school, we understand that the traditional methodology of education in the West is harmonious with a biblical view of humanity and exceeds modern educational theories in its ability to train the mind and produce discerning and articulate citizens. Classical, in this context, refers to a focus on the liberal arts organized by the Trivium (Grammar, Dialectic, Rhetoric), an emphasis on reading the best and most influential books in history, a commitment to writing and speaking well, and an engagement with the historic exchange of ideas that shape our culture and our world.

Westminster Academy's classical emphasis shapes one of the aims of our mission. We believe the goal of a well-trained mind is best served by the liberal arts curriculum. This kind of education requires humility and diligence. It requires humility because our students must stand on the shoulders of greater men and women who have gone before in order for those students to extend the influence of Christ's kingdom in our world. It requires diligence because they will memorize extensively, read broadly, think Christianly, and write clearly. By combining thorough knowledge of the past with the skills to reason logically about the present, students are trained to think independently and to cultivate strong minds that can distinguish truth from error. The work is hard, but the rewards—both personal and societal—are abundant. Supportive parents and committed, capable students are essential.

Westminster Academy is an independent, non-denominational Christian school. Teachers and board members embrace the historic tenets of orthodox Christianity as presented in our Statement of Faith. Beyond these doctrines, we respect and acknowledge the primacy of the family and local church.

We seek to raise up a generation of young people who have a genuine love of learning, who love Jesus Christ with all their hearts and minds, who, upon leaving Westminster Academy, can articulate the Christian message with clarity, creativity, and power, and who can witness to Christian truth as an answer to the corrosive spirit of modern culture. In short, Christian Classical education aims at cultivating wisdom and virtue by nourishing the soul on truth, goodness, and beauty by means of the liberal arts so that, in Christ, the student is better able to know, enjoy, and serve God.

The goal of Westminster Academy is to provide a challenging academic environment that nurtures students in the Christian faith and heritage. Our teachers and staff minister to students and their families and are therefore required to be professing Christians. Parents are expected to understand the school's doctrine, philosophy, and methodology and to support its philosophy, policies, and curriculum. The essential doctrines of orthodox Christianity, as expressed in our Statement of Faith, are taught throughout the school.



About Westminster Academy (Cont.)

Westminster Academy, Inc. is a non-profit religious corporation formed under the laws of the State of Florida. The Westminster Academy Board of Directors consists of appointed members. The overall responsibility of the Board is to advance the school according to our statement of faith, under the school's by-laws, and in accordance with its stated objectives and mission.

The Head of School is appointed by the Board to be the chief administrator of the school. The Head of School is responsible to oversee all of the programming and operations of the school and ensure that those activities are in accordance with the School's mission and Board's policies. All employees of the school are directly responsible to the Head of School for the performance of their duties.

Westminster Academy is a member of the Association of Classical and Christian Schools (ACCS). Westminster is also a member of the Society for Classical Learning (SCL).



Mission, Vision, and Values

Our Mission

Westminster Academy is a classical and Christian school where the minds and hearts of students are engaged and transformed by truth, goodness, and beauty in order to cultivate a lifetime love of learning and a deeply-rooted faith in Christ.

Our Vision

The vision of Westminster Academy is to develop wise, virtuous ambassadors of Christ who proclaim the truth of the Gospel, restore the goodness of God's creation, and bring beauty to a broken world.



Our Core Values

Biblical Fidelity

Our unwavering commitment to the Scriptures as the rule for faith and life.

The Bible contains God's written revelation to all humanity and serves as our guide to salvation that is found in Christ (2 Timothy 3:16-17).

Devotional Vitality

Our conviction to live every moment as unto the Lord.

All human activity is known to God, and He is worthy of the sacrifice of all our endeavors. In all that we do, we seek to glorify the Lord Jesus (1 Corinthians 10:31).

Intellectual Integrity

Our certainty that all truth and knowledge have their source in our Creator

All that is knowable is ultimately connected and dependent on the reality of God's existence. We are created to use our minds in service and worship to the Lord (Colossians 1:16-17)

Statement of Faith

Westminster Academy's Statement of Faith is a summary of classical Christian orthodoxy.

- We believe that the Bible in its entirety is divine revelation, and we submit to the authority of this Holy Scripture, acknowledging it to be inerrantly inspired by God and to carry the full weight of His authority.
- We believe in one God in three persons: the Father, Son, and Holy Spirit (Matt. 28:19).
- He is omnipotent; that is, He can do all things (Matt. 19:26). He is omnipresent; that is, He is present to all creation (Job 28:24), and has under His immediate authority all things which are in Heaven, in the earth, and under the earth (Ps. 115:3). He is omniscient; that is, He knows all things (Rom. 1:20; Heb. 4:13).
- We believe that Jesus Christ is the Son of God (1 John 5:20), born of the Virgin Mary (Lk. 1:34-35), suffered (Mk. 15:19), died (Mk. 15:37), and rose from the dead (Mk. 16:6) to atone for our sins (1 Jn. 2:2).
- We believe that salvation is by grace alone through faith alone (Eph. 2:8-9). We believe that faith without works is dead (Jam. 2:26).
- We believe God created man and woman in His own image (Gen. 1:27).
- We believe there is no differentiation between a person's biological sex and gender as assigned by God (Gen. 1:26-27; Ps. 139:13-14).
- We believe marriage is ordained by God as a life-long union between a man and a woman (Gen. 2:24) and that sexual intimacy was designed only for this relationship (Eph. 5:31). Marriage serves as an earthly representation for the eventual heavenly union between Christ and his Church (Mk. 10:6-9).

Summarily, we embrace and adopt both the essential truths of orthodox Christianity, as articulated in the ecumenical councils of Nicea, Constantinople and Chalcedon, and the system of doctrine common to the creeds of the Protestant Reformation, including the Belgic Confession, the Heidelberg Catechism, the Second London Confession of 1689, the Thirty-Nine Articles of the Church of England, and the Westminster Confession of Faith.



Academics

Classical

At Westminster Academy, our curriculum includes classical literature, historical texts, and primary sources that have significantly impacted Western civilization and equipped children to articulate and discuss the human experience, moral dilemmas, and the foundations of culture. We employ classical teaching methods that encourage students to think deeply, to engage with ideas, and to develop analytical skills. Students are encouraged to engage deeply with subjects and take ownership of their learning.

At Westminster Academy, we seek to nurture students who are intellectually curious, morally grounded, and who thoughtfully engage with the world while remaining steadfast in their faith.

Christian

At Westminster Academy, we believe that all truth is God's truth. Subjects are taught with the understanding that they are interconnected and that God's handiwork is evident in all areas of knowledge. This integration helps students see the unity of knowledge and develop a biblical worldview. We place a strong emphasis on cultivating virtue within our students.

Our goal is not simply to impart knowledge but to shape individuals who are morally grounded and equipped to establish a life that glorifies God.



Extracurriculars and Campus

Westminster Academy is in the early stages of adding co-curricular and extra-curricular activities for the Dialectic School. Beginning in the fall of 2026, we will be members of a middle-school athletic conference and will offer several competitive sports teams.

Currently leasing space on a small but beautiful campus in South Tampa, we have recently purchased a former church property several miles away that we will renovate and relocate to sometime in 2028 (see image below). This property acquisition will allow for growth to two sections for the Grammar School, and with the potential for additional construction to accommodate the Rhetoric School for grades 9-12. The new campus is strategically located at the epicenter of our current families, in a beautiful, safe, and convenient residential neighborhood.



The Opportunity

Westminster Academy is a thriving school community of delightful children, supportive parents, and dedicated teachers. The school will open its 8th grade class in the current location in 2027, with plans to move the K-8 school to its newly renovated building in 2028.

Westminster Academy is currently located in the Midtown neighborhood of South Tampa. The Tampa Bay metro area has a population of 3.42 million people, making it the 17th largest metropolitan area in the United States. Tampa is both a culturally diverse and vibrant city experiencing economic growth that embraces both private and Christian education.

There are only two classical Christian schools in the metro area that serve approximately 200 students, affording a tremendous opportunity for the growth of Westminster Academy under the right leadership.

Westminster Academy is financially stable, with a healthy board of directors, outstanding faculty, and a strong interim head of school serving in her second year in the role.

A visionary leader with a capacity to shepherd the growth of the school in the coming years is needed. The strategic goals include moving from one to two sections per grade in most of the lower grades, opening sections in the Rhetoric School (grades 9-12) with a vision for growing Westminster Academy into a school of 200-250 students within the next decade.



Duties and Responsibilities



Head of School Job Description

In support of Westminster Academy's ongoing mission to grow life-long learners who will transform the world for Christ, the Head of School will lead by inspiring and guiding the academic community, casting and developing the school vision, managing school business, and executing on the Board's strategic initiatives.

To that end the Head of School (HOS) is the chief academic and administrative officer, responsible for managing the daily operation and supervision of all faculty and staff. The Westminster Academy Head of School carries out the duties and responsibilities to the glory of God and to the benefit of the educational program. The HOS is responsible to the Board

of Directors for all academic, personnel, business, and developmental matters. Westminster Academy's stated mission, vision, philosophies, and goals. (S)he will faithfully promote the school's distinctly Christian and classical philosophy of education. As such, the HOS must embrace a hands-on approach to managing daily operations and supervision of the faculty and staff. In concert with the Board, (s)he will also assist in the refinement and implementation of the Strategic Plan, which includes growing Westminster Academy to include the Logic and Rhetoric stages.

Qualifications

Spiritual

- As a committed and mature Christian, candidates will maintain a vibrant relationship with God and will fully agree with and embrace the Westminster Academy Statement of Faith, along with a commitment to the essential truths of orthodox Christianity, as articulated in the system of doctrine common to the creeds of the Protestant Reformation.
- Exemplify servant-leadership with conduct demonstrating Biblical principles.
- Encourage the faculty and staff in their own Christian leadership capabilities.
- Join and participate in a local church faithful to the essential truths of orthodox Christianity.

Duties and Responsibilities (Cont.)

Professional

- Have a passion for and be a champion of classical Christian education and its methodology.
- Exhibit a growth mindset and passion for lifelong learning.
- Have at least three (3) years of leadership experience in school or ministry administration.
- Bachelor's degree required; Master's degree or the equivalent preferred.
- Experience in a Classical Christian school.
- Demonstrate a dedication to the cultivation of children's intellectual, spiritual, social, physical, and emotional development.
- Maintain high standards of excellence in all work.
- Have a humble and accessible leadership style.
- Possesses strong and compelling written, verbal, and interpersonal communication skills.
- Will energize and inspire the Westminster Academy community through focus on the mission and vision of the school.
- Possess strong administrative and organizational skills and demonstrate an ability to manage multiple tasks and parties through effective use of time and resources.
- Will recognize and call attention to potential for mission drift.



Duties and Responsibilities (Cont.)



Personal and General

- Enthusiasm for, appreciation of, and commitment to the school's mission.
- A love for the church in our community, and a desire to serve it through the work and life of Westminster Academy.
- Communication giftedness leading to an ability to articulate a vision for the growth and development of Christian classical education in Tampa.
- Sincere desire to cultivate and support the environment of pastoral care and discipleship that characterizes Westminster Academy.
- Able to create a team environment and to mentor effectively.
- Have a professional demeanor with an ability to develop appropriate relationships with parents, staff, and community.
- Possess insight into contemporary culture and the challenges facing our families, youth, and classical Christian education.
- Possess the ability to think operationally, strategically, and generatively.

Duties and Responsibilities (Cont.)

Specific Areas of Responsibility

General Administration

The HOS will oversee and manage all operations of the school and assist the Board in developing workable and effective policies and for implementing them. The HOS will:

- Administer the school while conforming to Board policy and in accordance with the school's mission and vision.
- Ensure the school follows appropriate laws provided these laws do not violate the Scripture upon which the school is founded.
- Provide appropriate safety measures for the campus.
- Lead the implementation of the strategic plan as directed by the Board.
- Welcome feedback and respond to Board direction with an appropriate level of accountability.
- Operate as an ex-officio member of the Board and provide timely school updates for Board meetings.
- Attend all board meetings and participate in deliberations of the Board.
- Lead the accreditation process.



Duties and Responsibilities (Cont.)

Personnel Administration

The HOS sets an example for spiritual and personal growth and directs professional development and leadership of the school's faculty and staff. The Head of School works to maximize employee satisfaction and will:

- Plan and oversee school-wide faculty meetings and retreats. Will conduct other meetings as necessary.
- Support administration in decision making and conflict resolution.
- Direct and approve teacher training, continuing education, mentoring, and professional development in conjunction with the Academic Dean.
- Manage evaluation of teachers via classroom visitation, lesson observation, curriculum oversight, and classroom management along with the Academic Dean.
- Interview prospective personnel (with principals or other administrators as appropriate).
- Recommend potential Board candidates.
- Manage hiring process, continuance of employment, and re-issuance of teacher contracts. When necessary, the HOS must initiate disciplinary or termination procedures involving teachers and staff.



- Administer salary, placement, leave, benefits, and grievance procedures with appropriate direct reports.
- Resolve and/or mediate problems between parents and teachers, teachers and students, or between staff members by applying biblical principles of problem-solving.
- Maintain all personnel files and records for the school, including documentation of disciplinary action. This should be done with principals and appropriate administrative staff.
- Create policies and procedures for teachers and staff that are fair, legal, and within the mission of the school

Duties and Responsibilities (Cont.)

Curriculum and Instruction

The HOS ultimately leads in developing, achieving, and maintaining the strongest possible educational programs and services to promote the mission and vision of Westminster Academy. The HOS will:

- Thoroughly understand the Christian and classical model of teaching as conveyed in Dorothy Sayers' *The Lost Tools of Learning*, Douglas Wilson's *Recovering the Lost Tools of Learning*, John Milton Gregory's *The Seven Laws of Teaching*, and Charles Evans and Robert Littlejohn's *Wisdom and Eloquence: A Christian Paradigm for Classical Learning*.
- Manage curriculum development with the Academic Dean.
- Oversee the scheduling of teachers.
- Approve all extracurricular activities with appropriate staff.



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Duties and Responsibilities (Cont.)

Student Body

The HOS ultimately supervises the welfare of the student body, the students' spiritual and academic growth, and the quality of the school's curriculum and instruction. The HOS will:

- Create policies for students that are fair, legal, and within the mission of Westminster Academy.
- Administer proper student disciplinary measures with input from the appropriate staff when necessary.
- Serve as an example to students by engaging and building rapport.

Parents

The HOS consistently reinforces Westminster Academy's mission, vision, distinctives, and culture in order to strengthen parents' understanding of and commitment to the school. The HOS will:

- Work collaboratively with parents in their children's instruction.
- Maintain an open-door policy to ensure parents feel welcome to discuss ideas and concerns.
- Communicate in a timely manner regarding significant events, policy changes, curricular issues/changes as directed by school policy.
- Create policies and procedures for teachers and staff that are fair, legal, and within the mission of the school.

Fiscal Administration

The HOS creates and ultimately manages procedures and practices to ensure efficient and effective business operations. The HOS works with the Business Manager, Finance Committee, and Board on the development and implementation of the annual budget. The HOS will:

- Provide the Board with timely reports for the various departments.
- Work with the Business Manager to develop and closely monitor departmental budgets and timely submit them to the Finance Committee for oversight.
- Prepare annual budget recommendations with the Board.
- Manage the annual budget with keen fiscal responsibility under the Board's oversight.



Duties and Responsibilities (Cont.)

Development

The HOS has primary responsibility for leading and maintaining positive public relations with the families of Westminster Academy, her business partners, and the community at large. The HOS ultimately oversees programs for student recruitment, publicity, fund raising, and database management. The HOS will:

- Ensure regular and timely communication with all stakeholders.
- Manage promotional programs, public relations, and fundraising efforts (alongside the Finance and Advancement Committees).
- Supervise planning and coordination of all special events for the school as managed by the appropriate school groups.
- Make direct appeals for the Westminster Academy Annual Fund, primarily to major donors.
- Create and oversee development of a core donor program and ensure its expansion and optimization with Board direction.
- Oversee Admissions and Re-enrollment efforts in development and implementation of appropriate admission policies and procedures.
- Always be mindful of increasing enrollment with mission-fit families.



About Tampa Bay



A Bustling, Growing, Major Metro Area

Tampa is a major Gulf Coast city located on the shores of Tampa Bay. As the state's third-largest city, it is renowned for its rich cultural heritage, thriving economy, and vibrant year-round outdoor lifestyle. While the population of Tampa itself is approximately 392,800, the greater metropolitan "Tampa Bay Area" has a population of approximately 3.42 million. Tampa is located on the west coast of Florida with an average annual temperature of 73 degrees. Tampa's economy is founded on a diverse base that includes tourism, agriculture, construction, finance, health care, government, technology, and the Port of Tampa, which is the largest port in the State of Florida.



Tampa has been recently ranked #2 among mid-sized American cities for economic growth, a top 5 American city for recreation, one of the best cities to start a career, one of the top seven summer destinations in the US, ranked as the best city in Florida to live, and one of the nation's Top Ten Places to Live. Tampa hosts several professional sports teams, several major colleges and universities, a thriving cultural and arts scene, some of the nation's best restaurants, and a large, vibrant Christian community with numerous Bible-believing churches.

Process of Candidacy

If, after reading this Opportunity Profile, you believe that you might be a good fit for the Westminster Head of School position, we invite you to begin the inquiry process. The Westminster Search Committee will ensure candidate confidentiality. The compensation package will be competitive.

Please provide the following for the committee's review:

1. A current Resume or Curriculum Vitae.
2. A completed application.

[Click here to open the online application.](#)

3. Responses to the following questions:
 1. Describe your spiritual journey of faith in Jesus Christ. Share how God is using you in your work, in your church, and in your community. How has your relationship with Christ shaped your career and influenced your decision to apply for this position?
 2. Describe your experience with and appreciation for the value of classical Christian education.
 3. Please tell us about the scope of your management and leadership experience, including the size of your team, operating budget, fundraising experience, and any other relevant information. Include your philosophy of leadership.
 4. Share any books you have read that have impacted (1) your faith, and (2) your experience as a Christian classical educator.
 5. References will be requested and contacted once candidates enter the finalist stage of candidacy.

Please submit the information above in Microsoft Word or Adobe pdf document to:

Samuel Cox

HOS Search Committee Chair

Email: samuelcox1959@gmail.com

