

SEMPER ALTIUS



PINECREST ACADEMY

A Private PreK Through 12 College Preparatory Catholic School

Cumming, Georgia

Head of School

Search Prospectus

July 2027



**590
STUDENTS**



**6:1 STUDENT-TO-
FACULTY RATIO**



**100 FACULTY
& STAFF**



**50% FACULTY W/
ADVANCED DEGREES**



**\$11.5M ANNUAL
OPERATING BUDGET**



**\$2.5M FINANCIAL
AID AWARDED**



**\$5M
ENDOWMENT**



**13 SPORTS
OFFERED**



**1064 ALUMNI
NETWORK**



**CARDINAL NEWMAN SOCIETY
SCHOOL OF EXCELLENCE**



**13 PK-8 CLUBS &
PROGRAMS**



**68+ CAMPUS
ACRES**



School Overview

Pinecrest Academy, founded in 1993, is a private, Pre-K3 through 12, college preparatory Catholic school that provides an atmosphere of academic rigor and critical thinking while offering personalized attention in a Christ-centered environment grounded in faith and reason. The school prepares its students to become committed Christian leaders who are eager to transform society.

Mission

Forming Christian leaders who will transform society means offering each student an education that is meaningful because Christ is at the center, providing the why of all that we do. Education at Pinecrest Academy not only equips our students to recognize the many needs and challenges of an ever-changing world, but it also offers them the opportunity to respond by applying what they have been given and who they have become, to where they are called to work and serve.

Core Values

Charity, Humility, Excellence, Mission

Motto

Semper Altius – Latin for 'Always Higher'

This phrase embodies the school's spirit of continually striving for excellence and challenges staff and students to reach their highest potential in all areas.

Catholic Identity & Charism

Pinecrest Academy is a Regnum Christi school and this shapes our mission to focus on the personal nature of faith in Christ, encouraging our students, families and faculty to have a living relationship with Jesus. A member of RC Education, Pinecrest Academy is part of an international network of Regnum Christi schools and universities. More than just an independent school, Pinecrest leverages the educational and formative resources of RC institutions across the world.



Philosophy of Education: Integral Formation

Pinecrest Academy embraces a philosophy of education rooted in integral formation, reflecting a deep commitment to educating the whole child. Integral formation describes a four-pillared approach focused on the harmonious development of all dimensions of the human person: intellectual, human, spiritual, and apostolic. The school believes that true education fosters the growth of the mind, body, spirit, and heart, forming students who are well-rounded and equipped to live lives of purpose and service.

Intellectual: Mind

Seeking truth and understanding while developing curiosity and an innate thirst for knowledge.

Human Formation: Body

Elevating the dignity of our students by helping them develop virtue, character and collaboration.

Spiritual Formation: Spirit

Fostering a relationship with Christ through prayer and sacraments.

Apostolic Formation: Heart

Cultivating compassion and servant leadership through service and mission.

Putting this philosophy into practice, through the loving guidance of our teachers, Pinecrest Academy challenges its students to identify, develop, and use their gifts in service to others.

Recognizing the parent as the primary educator of the child, Pinecrest's mission, to form Christian leaders who will transform society, embraces the entire family. The school provides a safe, moral, and spiritual environment which leads to positive peer groups and joyful, caring, confident students.



Academics

Academics at Pinecrest Academy are rooted in a commitment to excellence within a Christ-centered environment that integrates faith and reason. Across all grade levels, the school provides a rigorous, college preparatory curriculum designed to develop strong foundational skills, critical thinking, and a love of learning. Guided by the philosophy of integral formation, Pinecrest intentionally forms the whole child by cultivating intellectual growth alongside spiritual, human, and apostolic development. Small class sizes, personalized attention, and a cohesive PreK–12 program ensure that each student is known, challenged, and supported at every stage of their academic journey.

Early Childhood (PreK3-Kindergarten)

The Early Childhood program at Pinecrest Academy provides a nurturing and engaging introduction to school life, blending structured learning with purposeful play. Students build early literacy, numeracy, and social skills through a hands-on, developmentally appropriate curriculum enriched by art, music, movement, and language. Classrooms foster curiosity, independence, and confidence while introducing students to habits of learning and community life. Rooted in a faith-filled environment, young learners begin to understand their identity as children of God and develop a joyful foundation for future academic and personal growth.

Lower School (Grades 1-5)

The Lower School builds upon this strong foundation by introducing a more structured and academically rigorous program that continues to foster curiosity and confidence. Students engage in a comprehensive curriculum that emphasizes reading, writing, mathematics, science, and social studies, complemented by enrichment opportunities in the arts, language, and physical education. Instruction is designed to promote critical thinking, collaboration, and independence, while teachers provide individualized support to meet the needs of each learner. Faith and character formation remain central, helping students grow in virtue, responsibility, and a deeper understanding of their role within the community.

Middle School (Grades 6-8)

The Middle School program challenges students to take greater ownership of their learning as they prepare for the transition to high school. With increased academic rigor and higher expectations, students develop strong organizational skills, intellectual independence, and the ability to think critically across disciplines. At the same time, the program intentionally supports the unique developmental needs of early adolescence, emphasizing character formation, mentorship, and personal responsibility. Within a supportive and structured environment, students are guided to grow in confidence, deepen their faith, and emerge as capable, thoughtful young leaders ready for the next stage of their academic journey.



Upper School

The Upper School prepares students to excel in college, lead with conviction, and serve with purpose. Through a rigorous college preparatory curriculum, students are challenged to think critically, communicate effectively, and pursue intellectual excellence across a broad range of disciplines. Advanced coursework, leadership opportunities, athletics, fine arts, apostolic service, and extracurricular activities encourage students to discover and develop their God-given gifts while preparing them for success beyond graduation. Rooted in Pinecrest Academy's philosophy of Integral Formation®, the Upper School intentionally forms young men and women of faith, virtue, and character who are equipped to discern their vocation, engage the world with confidence, and become Christian leaders committed to transforming society.





Job Overview

The Head of School serves as the chief executive officer and educational leader of Pinecrest Academy and is responsible for advancing the mission, culture, strategic vision, and operational excellence of the school through the Integral Formation® method of education. Reporting directly to the Board of Directors, the Head of School provides unified leadership across all aspects of the institution, including Catholic identity, academics, operations, advancement, enrollment, finance, athletics, and community engagement.

As the highest-ranking administrator of the Academy, the Head of School is entrusted with safeguarding and advancing Pinecrest's mission to form Christian leaders who will transform society. The Head of School serves as the primary public representative of the school and is expected to lead with visible faith, integrity, apostolic zeal, and a deep commitment to Catholic education and the Regnum Christi educational philosophy.

The Head of School directly supervises the school's senior leadership team, including division principals, advancement, operations, enrollment, finance, athletics, and other key administrative leaders. The role works collaboratively with the Board of Directors to develop and implement long-range strategic priorities that strengthen the mission, sustainability, and growth of the Academy.

The Head of School is also responsible for ensuring the school maintains the standards and requirements of all accrediting and educational organizations and works closely with RC Education and National Consultants for Education (NCE) to support the faithful implementation of the Integral Formation® model throughout the school community.



Qualifications

The Head of School should meet the following qualifications:

- Advanced degree in education, leadership, business, or a related field preferred
- Minimum of five to ten years of leadership experience, preferably within Catholic or independent school education
- Demonstrated success leading complex organizations and high-performing teams
- Strong understanding of and affinity for the Integral Formation® method of education and Regnum Christi educational philosophy
- Proven ability in strategic planning, institutional advancement, enrollment growth, and organizational leadership
- Exceptional communication, relationship-building, and team leadership skills
- Demonstrated proficiency in faculty development, curriculum leadership, and operational management
- Practicing Catholic with a strong moral character, apostolic spirit, and commitment to leading, serving, and forming the school community in fidelity to the teachings of the Church
- Excellent interpersonal presence, sound judgment, and a firm yet pastoral leadership style



Reporting Structure

The Head of School reports directly to and receives direction from the Pinecrest Academy Board of Directors. The Head of School serves as an ex officio, non-voting member of the Board and provides regular reporting on the strategic, academic, operational, enrollment, financial, and advancement health of the institution. The Head of School directly supervises the senior administrative leadership team and is ultimately responsible for the leadership, management, and performance of all school employees.

Essential Duties & Responsibilities

Catholic Identity: The Head of School must be a practicing Catholic who is faithful to the teachings of the Church. In collaboration with the entire school community, the head promotes and implements the Integral Formation method of education as specified in the document titled RC School Principles.

Supervision of Programs and Personnel: The Head of School consults with the Leadership Team on the recruitment, professional development, supervision, and management of faculty, principals, and academic staff across the school community. He/She works to build and sustain a strong academic leadership team that is capable of and committed to the integral formation of students and the pursuit of academic excellence. The Head of School supervises the overall academic and co-curricular programs of the institution, manages and coordinates the day-to-day performance of the various school Principals who are responsible for their respective divisions, and provides direct supervision and support to the Athletic Director in carrying out the responsibilities of the athletic program. He/She also ensures that the school maintains compliance with the standards and requirements of all educational, athletic, and accreditation organizations with which the school holds membership.

Leadership: The Head of School holds primary responsibility for providing personal, visible, and mission-centered leadership for the school's faculty, staff, students, and families on matters related to the mission, vision, and strategic goals of the school. Supported by the Leadership Team, He/She works closely with students and families to communicate and advance the mission and vision of the institution in a clear, engaging, and faith-filled manner. The Head of School also builds, develops, and supervises a strong and cohesive management team committed to collaboration, operational excellence, and the integral formation of students.

Fiscal Management: The Head of School serves as the chief executive responsible for the financial leadership and long-term sustainability of Pinecrest Academy. In partnership with the Board of Directors, the Head of School develops the annual operating budget, establishes sound financial strategies, and leads the effective stewardship of all school resources. The Head of School is accountable for achieving the financial goals established in the approved budget, ensuring fiscal discipline, and aligning financial decisions with the Academy's mission and strategic priorities.

Working collaboratively with the Pinecrest Academy Board, the Head of School plays a leading role in securing the financial resources necessary to support the school's continued growth and development. The Head of School also serves as the school's chief ambassador, cultivating strong relationships with current and prospective families, benefactors, and the broader community to strengthen the Academy's reputation and advance its mission.

In addition, the Head of School is responsible for the safe operation and maintenance of the campus and facilities and for ensuring that the school's business model remains financially sound, sustainable, and capable of meeting both current operational needs and future strategic objectives.

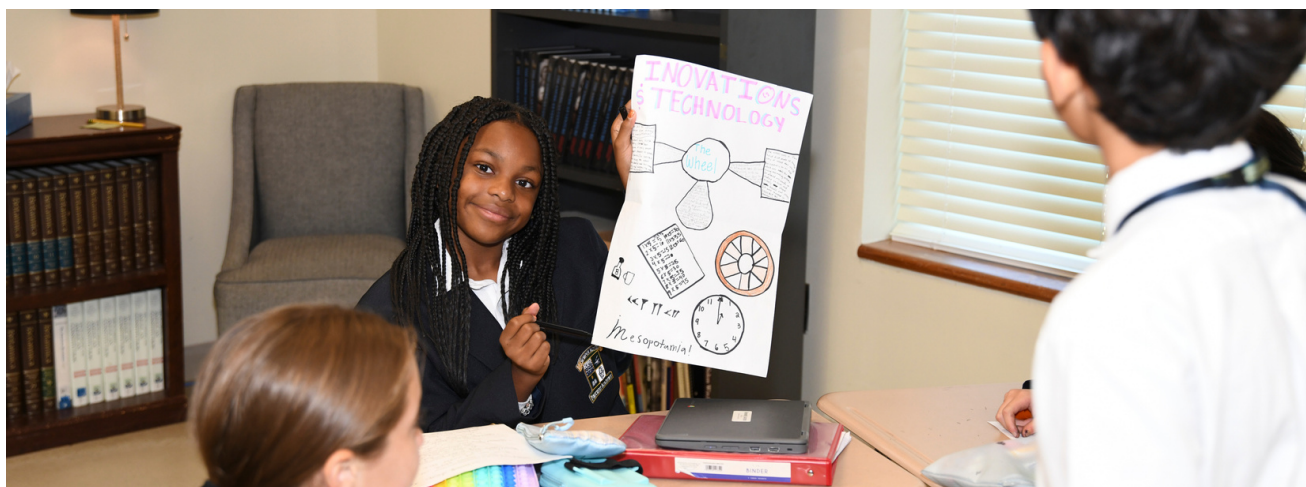


Planning: The Head of School works with the Pinecrest Academy Board in the development and implementation of a strategic long-range plan that is consistent with the mission of the school and the RC Education Principles. The long-term plan should be supported by short-term tactical plans to build progressive momentum.

Enrollment Management and Institutional Advancement: The Head of School has overall responsibility for school programs, initiatives and processes focused on the recruitment and retention of students. Working with the Board, the Head of School will establish specific goals and objectives in the area of development.

Public Relations: The Head of School directs marketing efforts, recruitment strategies, development programs and alumni/alumnae activities. All public relations, including press and media contacts, are coordinated and approved by the Head of School in his/her capacity as spokesperson for the school. The Head of School also represents the school in the public forum and personally meets with selected constituencies to improve school-community relations.





An Ideal Candidate

- Mission-driven Catholic leader who authentically embodies and advances Pinecrest Academy's charism and is deeply committed to forming students intellectually, spiritually, humanly, and apostolically.
- Visionary and strategic executive who can lead a thriving PK–12 Catholic school with clarity of purpose, sound judgment, and a focus on long-term institutional vitality.
- Inspirational leader with exceptional poise, presence, and communication skills who naturally builds confidence, unites stakeholders around a shared vision, and represents the Academy with credibility and enthusiasm.
- Accomplished educational leader with a demonstrated understanding of teaching, learning, faculty development, and school operations, committed to sustaining and advancing academic excellence.
- Collaborative servant leader who recruits, develops, and retains outstanding faculty and administrators while fostering a culture of trust, accountability, professional growth, and mission alignment.
- Relational and highly visible leader who values strong partnerships with parents, engages meaningfully in the daily life of the school, and cultivates an authentic sense of community across all divisions.
- Operationally astute executive who understands financial stewardship, strategic planning, organizational leadership, and the systems necessary to support a growing and increasingly complex Catholic school.
- Thoughtful and decisive leader who balances innovation with fidelity to Pinecrest's mission and traditions, leading change with transparency, humility, and confidence.
- Enrollment-minded ambassador who clearly articulates Pinecrest Academy's distinctive value, strengthens family engagement and retention, and serves as an effective representative of the school throughout the Church and broader community.
- Committed, faith-filled leader who seeks to invest in Pinecrest Academy for the long term, building upon its strong foundation while guiding the school toward its next chapter of mission-centered growth and excellence.



About the Area

Located in Cumming, just north of Atlanta, Pinecrest Academy benefits from a thriving, family-friendly community known for its strong schools, safe neighborhoods, and high quality of life. Cumming offers both suburban comfort and natural beauty, with easy access to Lake Lanier for outdoor recreation, along with a growing array of parks, shops, and dining options. The area is home to a vibrant and expanding Catholic community, where families are deeply engaged in parish life and Catholic education. With close proximity to Atlanta's cultural, professional, and travel opportunities, families enjoy both a peaceful, community-oriented lifestyle and the advantages of a major metropolitan area.

Pinecrest Academy is a deeply Catholic, mission-driven school where students are genuinely known, loved, and formed to become Christian leaders. The school integrates intellectual, spiritual, human, and apostolic formation into all aspects of daily life, with prayer, frequent Mass, and fidelity to Church teaching at its core. A strong, family-oriented culture shaped by long-tenured faculty, many of whom are also parents, creates a sense of stability, trust, and shared purpose. Traditions such as the kindergarten circus, angel parade, all-school Masses, and milestone celebrations foster joy and belonging across the full PreK–12 experience. Guided by a spirit of humility, charity, and professionalism, Pinecrest offers a warm, collaborative environment where each child is supported in discovering their gifts and living out their God-given mission.



Application Procedure

Please submit the following materials in a single PDF attachment. Name the file attachment using the following template: LAST NAME, PINECREST, HOS.

- Cover letter that aligns your experiences and skill sets with the current needs of the school as you understand them.
- Current resume with all appropriate dates included.
- Statement of Catholic educational leadership philosophy.
- List of five references to include names, relationships, phone numbers, and email addresses (No references will be contacted without your knowledge and approval.)



APPLY NOW



Interested in this opportunity? Contact:

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