



Westlake Academy



About Westlake Academy

Westlake Academy is owned and operated by the Town of Westlake, and is a prestigious and innovative Public Charter School that offers the rigorous International Baccalaureate curriculum. This program stresses inductive learning by encouraging our students to learn by asking "who, what, why, where, and how".

All residents are eligible to enroll at Westlake Academy, the only municipally operated public charter school in the state of Texas. The Academy has nearly 500 currently-enrolled students and approximately 1000 students on the waiting list.



Westlake Academy is certified by the IBO in three main academic programs. The IB Primary Years Programme (PYP) consists of grades K-6, the IB Middle Years Programme (MYP) consists of grades 7-10, and the IB Diploma Programme (DP) is comprised of grades 11-12. In Spring 2010, a major milestone will be achieved when the Academy graduates its first senior class.

The school focuses on the needs of each student to help them develop a thirst for knowledge. Good citizenship is encouraged to maximize each student's potential. Westlake Academy prepares students for leadership roles in a rapidly changing global environment.

Westlake Academy has much to offer - an incredible campus that is cloaked in natural beauty, small class sizes, a dedicated and engaging staff, and an inquiring student body.

Head of Primary Position Profile

An Exceptional Opportunity For An Exceptional Educational Leader...

*Westlake Academy is seeking a Head of Primary
with the following Qualifications:*

- Strong knowledge of the IB PYP curriculum; general knowledge of the MYP and Diploma programmes are a plus.
- At least eight (8) years of successful experience in education, with at least three (3) years management experience in IB positions in comparable IB schools.
- Educational management and administrative experience that includes budgeting, strategic planning, staff attraction and retention, as well as IB curriculum development and implementation.
- Bachelor's degree from an accredited college or university with major coursework in education or a closely-related field. A Master's degree or higher is preferred.
- Ability to complete all background check and fingerprinting processes required by state law.
- Meets all "highly qualified" requirements as outlined in the No Child Left Behind Act (NCLB).
- Ability to legally work in the United States.

Mission Statement

Westlake Academy is a nurturing, community owned International Baccalaureate Charter School whose mission is to achieve academic excellence and to develop life-long learners who become well-balanced, responsible global citizens."



Head of Primary Position Profile



Management and Leadership Style of the ideal candidate. . .

- Is highly knowledgeable and conversant in current issues, trends, and challenges in education and child development.
- Proactively plans and identifies policy issues; partners with the Leadership Team, Board of Trustees and CEO to facilitate discussion of proposed options, and offers recommendations with justifications as to the best option.
- Demonstrates working knowledge of and commitment to the International Baccalaureate PYP curriculum, as well as active participation in IB professional development and certification programs.
- Ability to analyze problems, identify solutions, and make decisions in a timely manner supporting established goals and objectives.
- Ability to establish and maintain cooperative working relationships with the Board, Academy affiliate groups, parents, students, government officials, community groups, media representatives, other schools, and the general public.
- Fosters an exceptional and positive academic and organizational environment that places emphasis on high academic achievement within the framework of the IB's emphasis on holistic childhood learning and development.
- Exhibits a strong participatory leadership and management approach that displays a commitment and emphasis to teamwork, communication, and partnerships with all work and stakeholder groups in the school, Town government, and the greater Westlake community.
- Is both visionary and results oriented; sets goals at the section level and individual employee level, holding oneself and one's subordinates accountable for results.

The Town of Westlake

The Town of Westlake was founded by a group of pioneers that joined together to preserve a place of natural beauty and a vanishing way of life in the Cross Timbers region of Texas in 1956.

Westlake remains one of the most pioneering communities in the country. From the highest development standards of a meticulously master planned community to the highly sought after Westlake Academy, residents and visitors have come to expect the very best a community can offer.



The Town of Westlake is located within an urbanizing area and has chosen to break up the relatively uniform pattern of suburban development. This provides needed contrast in the land use and open space pattern, and contributing to diversity within the region.

Momentum for this rural unique character has been established by a perfect mixture of residential and commercial development. These developments have demonstrated an alternative to typical suburban development through quality site design, building form and environmental sensitivity.

About the Head of Primary Position

The Head of Primary reports directly to the Chief Executive Officer (CEO) of Westlake Academy. Westlake Academy is governed by a five-member Board of Trustees, chaired by the Board President. The Board of Trustees and Board President also serve as the Westlake Town Council and Mayor, respectively.



Winter sunrise at the Westlake Academy campus

Personal Characteristics of the ideal candidate. . .

- Enjoys working in a fast-paced, multi-priority work environment with the ability to quickly learn, interpret, and properly apply federal, state, and local policies, procedures, laws, and regulations. Is able to integrate them as needed with the operations and processes of an IB school.
- Is a high energy, positive leader that is strongly committed and passionate about the IB curriculum and IB learner profile; strives to set the highest standard for educational attainment in the PYP.
- Is an accessible, innovative, and clear communicator that leads by example, is committed to customer service, and creates contagious enthusiasm with staff, team members, and school leaders.
- Is committed to equity in their approach to education, while being sensitive to the local community structure and environment.
- Displays the highest level of personal ethics and integrity.
- Effective and experienced with staff selection and evaluation.
- Develops and engenders staff confidence and enthusiasm through delegation and empowerment.
- Is objective and fair with staff accountability, achievement of objectives, and employee evaluation.
- Is a strategic planner and thinker who works collaboratively in a teams setting with the Board, CEO, Leadership Team, and staff to promote the Vision of the Academy in the Strategic Plan.

Compensation and Benefits

Compensation for this position will be in the range of \$80,000 annually, depending on qualifications. A comprehensive benefits package is also included, including relocation assistance, and more details may be found at www.westlakeacademy.org. The final salary for the successful candidate will be negotiated and determined based upon proven experience, qualifications, and meeting Westlake Academy's criteria.

Westlake Academy is an Equal Opportunity Employer

Applying for this position

The deadline to apply for this position is February 15, 2010. All application packets must be mailed or emailed to:

Town of Westlake
Human Resources Department
3 Village Circle, Suite #202
Westlake, TX 76262
Email: hr@westlake-tx.org

All candidates are required to submit:

- A letter of interest stating personal qualifications, experiences, and reasons for interest in the position;
- A signed, formal application (located at www.westlakeacademy.org, under "Join our Staff") with educational philosophy;
- A current resume;
- Several current letters of recommendation, including the names, titles and telephone numbers (home and business, and cell phone if known) of at least four persons who will serve as references and can be contacted by Westlake Academy.

All materials submitted as part of the application will remain confidential, to the extent allowed by law.