



## R. Craig Jones

1250 Seven Lakes North  
173 Cardinal Lane  
West End, NC 27376  
434-906-9080

[rcraigjones@gmail.com](mailto:rcraigjones@gmail.com)  
[www.lifecoach17.com](http://www.lifecoach17.com)

### EDUCATION

**University of Virginia School of Law**, Juris Doctor 1988 – Hardy Cross Dillard Scholar (full scholarship);  
Admitted to the Virginia State Bar

**Virginia Military Institute**, B.A. 1980, Distinguished Graduate (English major), Dillard Award for excellence in Liberal Arts and Co-Curricular Programs (football, baseball, Glee Club, FCA, sportswriter); Rhodes Scholar candidate; NCAA Top Ten Award; National Football Foundation Scholar-Athlete; Academic All-America Football Team; VMI Sports Hall of Fame

**University of Virginia Graduate School of Education** – studies toward M.Ed. in administration (1992-98)

**Norfolk Academy** (Norfolk, Virginia) – attended grades 1-12; Class President, Honor Council Chair; Cum Laude Society, sports editor, Glee Club, All-VA Prep League Team in football, soccer, baseball

*Certified Professional Life Coach* - Light University (July 2023)

### Leadership Experience

**Southern Teachers Agency**, Charlottesville, Virginia (Dec 2012 – May 2017, June 2020 – Oct 2023)

*Administrative Placement Counselor* – Interview, support, refer, and encourage candidates in their searches for school leadership opportunities; write/edit position announcements.

**UVA Career Center Advisory Board**, focus on *Education* in Career Communities Model

**Fellowship of Christian Athletes** - Charlottesville Area Board

**The Phelps School**, Malvern, PA – NAIS-member boys boarding and day school, grades 7-PG

**Head of School** (June 1, 2017 – May 31, 2020)

**Massanutten Military Academy**, Woodstock, VA – coed boarding, grades 7-PG, VAIS, TABS, AMCSUS

**Head of School**, June 2009 – November 2012

- Implemented wide-ranging initiatives in curriculum, programs, and disciplinary systems to reflect a better understanding of adolescent development and technological support for learning.
- Led school's return to full accreditation status in the Virginia Association of Independent Schools
- Improved enrollment retention rates each year.
- Served as vice-chair on visiting teams for VAIS member accreditation; Participated in heads-of-schools conferences and workshops; served on boards of Shenandoah Valley Hospital Foundation and Shenandoah Valley Music Festival; Member, Rotary Club of Woodstock

**Saint James School**, Montgomery, AL – NAIS member school, 1070 students (preK-12)

**Interim High School Principal**, June 2008-09

- Led 28 teachers and 310 students (grades 9-12) in all educational programs and daily operations.
- Introduced a new schedule with morning assemblies to enhance advisory, character development, and co-curricular programs and to improve school unity/spirit.
- Coached varsity boys' soccer team.

**Southampton Academy**, Courtland, VA – VAIS member school, 425 students (preK-12), 70 employees

**Headmaster**, June 2004-08

- Led VAIS and SACS-CASI self-study and improvement process for re-accreditation in May 2007
- Facilitated board long-range strategic planning and mission statement revision processes.
- Led board re-examination of committee structure, fundraising priorities, trustee roles/duties.

*Curriculum, Instruction, Student Life*

- Supervised all instruction in middle and upper schools (grades 7-12)
- Introduced curriculum mapping to evaluate/manage scope and sequence (grades 1-12)
- Revamped teacher evaluation procedures; recruited and mentored new teachers
- Designed master class schedules—including A-B block scheduling for extended class time.
- Wrote and revised student-parent information handbooks and faculty handbooks.
- Improved enrollment retention of upper/middle school students.

Served as vice-chair on visiting teams for VAIS member accreditation.

President, Virginia Commonwealth Conference (elected by VCC school heads and athletics directors)

Board of Directors, Franklin/Southampton United Way, 2005-07

**Fork Union Military Academy**, Fork Union, VA - boys' boarding, 550+ cadets in grades 6-PG

**Assistant to the President** (1995-98; 2001-04)

- Wrote/edited strategic long-range plans for board approval and implementation; capital campaign case statements and solicitation letters; employment policy handbooks and board policy manuals; Crisis Management and Risk Management manuals.
- Advised head and handled legal, public relations, crisis matters, delinquent tuition collection, expulsions, job terminations/non-renewals, criminal and social service investigations.
- Coordinated preparations for VAIS Ten-Year Self-Study and Accreditation Visit
- Advised the Cadet Honor Council and coached varsity soccer and baseball.

**Director of Admissions and Financial Aid** (1992-95) – supervised production in 1992 of FUMA's first recruiting video; improved all marketing materials, viewbooks, publications, all application forms and evaluation procedures, financial aid and tuition payment processes, and re-enrollment procedures.

**English Teacher**, assistant coach, postgraduate football and baseball (1990-92); Announced FUMA football & basketball games; Color commentator, VMI Football Radio; VHSL baseball umpire, basketball official; Board member, Charlottesville area Fellowship of Christian Athletes

**Augusta Preparatory Day School**, Augusta, GA – NAIS member day school, 550 students (preK-12)

**Head of Upper School** (July 1998-2001)

- Led faculty and 180 students in grades 9-12 in all daily operations and school routines.
- Supervised curriculum and instruction, student discipline, and parent communications
- Recruited, evaluated, and mentored new teachers.
- Introduced Senior Speech program and new class schedule format.
- Designed master schedules and assigned all students' classes.
- Taught geometry and coached baseball, soccer, and girls basketball.

*A brief departure from the school world (law school then law practice, 1985-90)*

**McGuire Woods, LLP**, Richmond, VA – **Attorney**, Commercial Litigation (July 1988-1990)

Researched and wrote legal analyses for partners and corporate clients; Led document production teams in commercial litigation; Assisted in trial preparations—depositions, interrogatories, jury instructions, evidentiary briefs; Tried a few minor cases (insurance subrogation matters)

Taught teenage Sunday school class at Derbyshire Baptist Church

**Virginia Military Institute**, Lexington, VA – **Instructor**, English Department (July 1984-85)

Taught English Comp, Public Speaking; Tactical Officer (advised officers leading 175 cadets, Officer-in-Charge for evening supervision of 1350 cadets); announcer for VMI home basketball games.

**Brookstone School**, Columbus, GA (1981-82; 1983–84) – taught English, algebra, geometry, and PE; head coach of varsity football, baseball, soccer

**Norfolk Academy**, Norfolk, VA (1982-83) – taught algebra and geometry; assistant football coach

**Washington & Lee University**, Lexington, VA – head baseball coach (1981)

**New York Giants** (injured reserve 1980, released 1981), **New York Jets** (released 1982) – placekicker