

Title: Head of Upper School
Classification: Salary; Exempt

Status: Full-time; 12 months
Reports to: Assistant Head of School

JOB SUMMARY

The Head of Upper School is a full-time year round administrative position and reports directly to the Assistant Head of School. Major responsibility of the position is to provide vision and direction for the faculty, students, and parents of the Upper School Division while managing and overseeing the daily operations of the Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Work closely with the Assistant Head of School to steward the School's strategic plan of Reimagine. Continue to develop a Competency Based Education System through:
 - Honoring student voice and choice in learning
 - Meeting students where they are and helping them reach new levels of mastery as they are ready
 - Helping students develop enduring habits of mind which will be transferable to a lifetime of learning
 - Creating learning conditions which engage students in authentic, meaningful work
- Continue to develop and direct the division's Leadership Team; work collaboratively with them to develop the strategic priorities for the Division aligned with the strategic priorities of the School.
- Monitor the creation of the master academic schedule for faculty and students and review construction of individual student schedules.
- Actively promote the professional growth of the Upper School faculty and evaluate their performance annually.
- Working closely with the Assistant Head of School, support the alignment of the Upper School academic program (e.g schedule, curriculum) with those of the Middle and Lower School divisions in partnership with academic leaders in those divisions.
- Oversee the ongoing evolution and annual progress goals of the signature programs serving the Upper School (Academy of Global Studies; Leadership Institute; ParishBridge; ParishAbroad; ParishVirtual).
- Establish, communicate, and oversee the Division's disciplinary policy; ensure a safe and orderly environment in which teachers can teach and students can learn.
- Oversee the co-curricular and advisory programming to ensure they promote the ParishLeads framework and offer students enriching, character-building experiences complementary to their academic courses.
- Work with the Dean of Student Life to manage various parent groups in support of the student life experience.
- Ensure that appropriate support services are in place for students and families as needed.
- Communicate to and educate the Upper School parents via writings, parent meetings, and other forums, on issues related to the Upper School and education of young adolescents.
- Play an active role in the admissions process for new Upper School students.
- Monitor the division's budget providing open communication, feedback, and accountability to individual account managers within the division.
- Promote the school's statement of mission and philosophy.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends Staff Development Meetings
- Attends Administrative Team Meetings
- Attends Division Head Meetings
- Attends School Functions as needed
- Attends Conferences
- Attends Chapel

SUPERVISORY RESPONSIBILITIES

Supervises, evaluates and directs the work of the Upper School Faculty & Staff. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

Education and Experience:

- An advanced degree in education or a related field preferred.
- Extensive teaching and demonstrated faculty leadership in an independent or leading public/charter school setting are required.
- Experience as an academic leader, preferably 3-5 years' experience at the divisional level.

Job Knowledge, Skills, and Abilities:

- A commitment to progressive, student-centered, and personalized teaching and learning practices.
 - Strong communication skills, both written and oral, which enable the individual to convey the School's forward-thinking vision in a compelling and targeted way to the Division's constituents.
 - A disposition which embraces change and a proven capacity to lead groups through processes which reimagine, reinvent, and reframe practices and processes.
 - The ability to maximize the talents of a divisional leadership team via delegation, regular coaching and feedback, and inspirational goal setting.
 - Demonstrated success initiating and managing multiple tasks simultaneously without direct oversight.
 - Tact and skill working with faculty, students, and parents.
 - Adept at conflict resolution.
 - Good listening skills.
 - A strong work ethic.
 - A sense of humor.
 - Tact in dealing with people at all levels
 - Must be able to meet physical requirements of the position
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WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- ☒ Office Environment
- ☒ Classroom Environment
- ☐ Works Primarily with Students
- ☒ Works Primarily with Adults;
Some Exposure to Students
- ☒ Travel - Light
- ☐ Travel - Heavy
- ☐ Evening and/or Weekend
Commitment - Light
- ☒ Evening and/or Weekend
Commitment - Heavy
- ☒ Inside
- ☒ Outside
- ☒ Works with Others
- ☐ Works Alone
- ☒ Extreme Heat
- ☒ Extreme Cold
- ☒ Noise

Physical Requirements:

- ☒ Seeing
- ☐ Color Perception
- ☒ Hearing
- ☒ Clear Speech
- ☐ Touching (Hand and Finger
Dexterity)
- ☒ Sitting
- ☒ Fine Finger Manipulation in Use
of Computer
- ☒ Standing
- ☒ Ability to Move Distances
- ☐ Hillcrest Campus includes 5
buildings, 10 acres
- ☒ Midway Campus is 350,000
square feet, 50 acres
- ☒ Driving
- ☐ Climbing
- ☐ Balancing

- ☐ Kneeling
- ☐ Crawling
- ☐ Reaching
- ☐ Twisting or Bending at Waist
- ☐ Pushing or Pulling
- ☒ Lifting 0 - 20 pounds
- ☐ Lifting 0 - 40 pounds
- ☐ Lifting 0 - 75 pounds
- ☐ Carrying 0 - 20 pounds
- ☐ Carrying 0 - 40 pounds
- ☐ Carrying 0 - 75 pounds

Mental Requirements:

- ☐ Reading - Simple
- ☒ Reading - Complex
- ☐ Writing - Simple
- ☒ Writing - Complex
- ☐ Clerical
- ☒ Basic Math Skills

☐ Analysis and Comprehension - Simple

☒ Analysis and Comprehension - Complex

☐ Decision Making - Simple

☒ Decision Making – Complex

☐ Exercise Discretion - Simple

☒ Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.

November 2017