



## UPPER SCHOOL DIRECTOR

<b>Supervisor:</b>	Head of School
<b>Evaluation Instrument:</b>	ASH EX-LL Evaluation Tool
<b>Terms:</b>	Annual, 12 months

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### **Minimum Requirements:**

MA or PhD in Educational Administration or Leadership or Equivalent Educational Experience and Degree.

### ***General Functions and Purpose:***

The Upper School Director is appointed by the Head of School to implement the Network of Sacred Heart Schools *Goals and Criteria* and to direct the academic, social, extracurricular, behavioral and spiritual affairs in the Upper School. The Upper School Director is the spiritual, educational and professional leader of the learning community. In all of these matters, the Upper School Director is accountable to the Head of School and works closely with the other directors to facilitate scheduling and preserve continuity in the programs and spirit of the School.

### ***With respect to the Head of School, the Upper School Director:***

- Completes the Management Team Evaluation Instrument, approved by the Head of School
- Serves as a member of the Head of School's leadership team
- Represents the Head of School within the Upper School

### ***With respect to the Upper School Program, the Upper School Director:***

- Represents the *Goals and Criteria* of Sacred Heart education in all operations
- Works in a procedural manner with the faculty to develop and determine programs--academic, co-curricular, character-building and support—consistent with the *Goals and Criteria* of Sacred Heart education
- Coordinates offerings with the other learning communities
- Contributes to the creation of a single, coherent school program
- Coordinates and supervises the Upper School's annual calendar of events, in cooperation with other parts of the school
- Supervises the coordination of Project Term, Community Service, and any additional student experiential programs.
- Supervises accreditation activities
- Keeps abreast of recent educational research
- Keeps abreast of potential danger, liability, and the law, and requests legal consultation through the Head of School

### ***With respect to the faculty in the Upper School, the Upper School Director:***

- Evaluates Upper School faculty and staff
- Keeps the school's vision present
- Assigns courses to be taught and activities to be supervised and/or led—equitably, in accordance with school policies on teacher load
- Schedules courses and activities according to the needs and welfare of students and the program
- Recommends adding or removing teaching positions, depending on enrollment, offerings, and load, consistent with year-to-year enrollment needs; community, and recommends termination of faculty members, as necessary
- Leads and/or Organizes workshops appropriate to the needs of the Upper School faculty and staff
- Seeks to build a positive working relationship with teachers, recognizing that the school's particular needs and circumstances may not always make this possible

***With respect to the Admissions Office, the Upper School Director:***

- Interviews candidates and their families, whenever appropriate
- Helps plan Open Houses and other recruitment activities within the learning community
- Targets families in danger of withdrawing and develops joint plans for retention
- Helps project future enrollment

***With respect to the Finance Office, the Upper School Director:***

- Complies with all Finance Office policies
- Delivers reports of teacher and staff attendance
- Assists in the coordination of transportation
- Helps generate the Upper School's budget and supervises its administration

***With respect to the Development Office, the Upper School Director:***

- Keeps the communications staff informed of newsworthy events, student achievements in academics and character building, and future directions
- Assists in the recruitment of volunteers
- Helps determine the uses of funds raised

***With respect to parents, the Upper School Director:***

- Communicates, responsibly and thoroughly, evidence of the Upper School's successes with respect to children
- Keeps parents informed about the nature and purposes of the Upper School's program and its relationship to the *Goals and Criteria*
- Serves as a school contact for parents concerned about their own children
- Works with appropriate leaders of the parent organization to develop programs that support parents,

***With respect to all-school committee work, the Upper School Director:***

- Facilitates the work of each curricular department, ensuring that the curriculum is updated and aligned horizontally and vertically
- Facilitates the work of all Upper School Faculty Committees

***Additional Duties of the Upper School Director:***

At the discretion of the Head of School, there may be additional duties that are added to this job description.