

The
**Agnes
Irwin**
School

LEADERSHIP OPPORTUNITY
ROSEMONT, PA

UPPER SCHOOL DIRECTOR





We commit to being a truly inclusive, diverse, and equitable community by honoring the individuality of all our students and families, teachers, and staff. — The Agnes Irwin School Strategic Plan 2016–2021



LEADERSHIP OPPORTUNITY

The Agnes Irwin School (AIS) seeks an experienced and engaging Upper School Director to begin July 1, 2021. AIS is a PreK–12th grade, independent, college preparatory day school in Rosemont, PA on the Main Line just outside of Philadelphia.

Founded in 1869 by the great-great-granddaughter of Benjamin Franklin to pioneer robust education for girls, today AIS is a nationally recognized school featuring top-notch academics, a competitive athletics program along with dynamic visual and performing arts. As a leader in all-girls education, the school is focused on developing leaders through intellectual and personal growth, innovative teaching and excellence.

Reporting to new Head of School Sally Keidel, the Upper School Director will lead and inspire the faculty and staff of the division, manage day-to-day operations of the Upper School, and contribute to the strategic priorities of AIS within the talented and dedicated senior leadership team. The Upper School faculty and staff, and the entire school community, stand poised to welcome a compelling and strong leader who is dedicated to the school's

mission and the power of single-sex education. The Upper School is a vibrant community of educators, administrators, and staff who are known for their commitment to excellence.

Both the innovation and research of the Center for the Advancement of Girls and the dedication and focus of the school-wide Diversity, Equity, and Inclusion team provide exciting opportunities for a forward-thinking and energetic Upper School Director. The Director will find young women who are able and willing to use their voices, a consistent commitment among the faculty who guide through intellectual leadership and creativity, and a caring and close relationship amongst members of both groups. The next Upper School Director will leverage all of AIS's many strengths as well as provide a courageous and exciting vision for the future.





Strategic priorities and opportunities for the Upper School Director include:

- Establishing stability through dedication to divisional life and work
- Building a vision that takes an already strong division into its exciting and innovative future
- Reviewing the academic program with a view to building on strengths while advancing the program into the 21st century
- Seeking opportunities, from traditions to curriculum, build consensus and drive change as a strong leader
- Demonstrating, modeling and guiding cultural competence in pedagogy as well as student life
- Fostering the leadership voices and skills of Upper School students
- Collaborating with the Assistant Head of School for Academics & Inclusive Excellence to elevate the work of diversity, equity and inclusion across all aspects of the US program.
- Continuing the effort to develop consistent policies and practices throughout the division
- Maintaining the balance of academic excellence with holistic wellbeing of students through athletics, arts and other extracurricular experiences.

QUALITIES OF THE NEXT UPPER SCHOOL DIRECTOR

The next Upper School Director will be well prepared to lead both the vision and the day-to-day operations of the Upper School in a way that ensures its effectiveness. A dynamic leader who can listen in order to harness the strengths and history of AIS, the Director will help chart a course to the division's future. We envision that future to be bold.

The Director will be mission-driven, dedicated, collaborative, courageous, possess high emotional intelligence, and deeply understand the value and power of all-girls education, putting the girls' emotional and educational needs at the center of all endeavors. The Director will be a collaborative and approachable leader who will nurture relationships built on trust, employ careful and deep listening, lift morale with a view to the horizon, and be present and engaged in the life of the division. The Director will delegate and value the contributions of faculty and staff; in providing a vision encouraging continued growth, the Director will develop faculty and be skilled at providing feedback. The Director must have experience working directly with multiple constituencies (parents, students, faculty, staff, leadership) and balancing the input and objectives of each member of the community while keeping the needs of the division at heart. A demonstrated success reviewing curriculum and guiding professional growth and development is essential.

As the primary voice conveying the strengths and uniqueness of Agnes Irwin's Upper School, including signature programs, to all constituencies, the Director must have excellent skills in written and verbal communication. Possessing a personal and professional commitment to diversity, equity, and inclusion and the requisite skills to facilitate critical conversations in the design of a more inclusive Upper School curriculum is a must. With a faculty that has long demonstrated its commitment to girls, we are deeply interested in someone willing to make AIS their home.

EDUCATION, EXPERIENCE AND SKILLS

- Master's degree or post-graduate work and/or educational administration preferred
- A minimum of five years of teaching and administrative experience
- A productive practitioner who is a deep listener, an efficient processor and someone known for effective execution

THE POSITION





- History of successful hiring, particularly with underrepresented populations
- Cultural Competency, ability to see beyond binary; recognizes multiple dimensions of diversity
- Comfortable working in a collaborative, consultative team environment
- Positive outlook, forward-thinking/ momentum
- Partnership with parents on the girls' educational paths
- Experience or demonstrated interest in best practices for girls' education, learning and development
- Approachability and humor; authentic curiosity for members of the community — from girls to faculty/staff

ESSENTIAL FUNCTIONS

The Upper School Director is responsible for the management and overall effectiveness of the division.

In addition, the Director will:

- Work with School Leadership to ensure congruence with the mission of The Agnes Irwin School
- Lead the development and communication of the division's philosophy and goals
- Manage the professional development of the division's faculty and support staff in conjunction with the Assistant Head of School
- Oversee the evaluation and development of faculty in conjunction with Department Chairs and Assistant Head of School
- Lead curricular development, in conjunction



THE POSITION



with other Division Directors, Assistant Head of School, and Department Chairs catalyzing a spirit of innovation and best practice with a focus on cultivating and sustaining a 'one school' culture

- Engage meaningfully with parents through regular communication
- Conduct regular staff meetings; ensure communication of information that impacts faculty, students, parents
- Serve as a consultant to faculty in matters of classroom management, teaching methods, and school procedures
- Serving as a collaborative leader, partnering with the Assistant Head in AIS's ongoing commitment to diversity, equity, and inclusion
- Provide guidance to students
- Support enrollment and retention in Upper School
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITY

The Director of Upper School supervises the Upper School Faculty, the Dean of Students, the US Administrative Assistant, the Registrar, and the Director of College Counseling.

MISSION

The Agnes Irwin School empowers girls to learn, to lead, and to live a legacy.

TO LEARN

Agnes Irwin provides girls with a deep foundation in the humanities, mathematics and science, wellness and athletics. In an inclusive setting that values diversity, students develop skills in critical and analytical thinking, self-expression, effective communication, and collaboration.

A rich and varied approach to instruction, team and individual endeavors, inquiry, and assessment enables girls to solve problems, design solutions, create meaning, and prepare for a complex and challenging world.

TO LEAD

We believe that all girls and young women have the capacity to lead and that leadership can take many forms. Therefore, through our instruction, our community interactions, and our daily choices, we affirm this belief and provide an environment that challenges girls to develop the core values of leadership: empathy, integrity, resilience, independent thinking, and commitment to action.

TO LIVE A LEGACY

Agnes Irwin students are a part of the global community of girls and women. They are also the trustees of our School's heritage and traditions.

By adopting values that foster equity, justice, social responsibility, civic-mindedness, and integrity, and by nurturing positive relationships and intentional decision-making, our students and alumnae engage in bold and meaningful ways to impact our interconnected world.



DIVERSITY STATEMENT

The Agnes Irwin School respects and values diversity, including but not limited to differences in age, ability, ethnicity, family structure, gender identity, national origin, physical attributes, race, religion, sexual orientation, and socioeconomic level. We actively promote and develop a school community that is culturally competent, socially responsible, and globally engaged.

THE FACULTY

Agnes Irwin's faculty members are knowledgeable, talented, dedicated, and deeply committed to girls' education and development. They are energetic educators who act as intellectual role models for AIS students. Creating a rich and diverse learning environment at school, the faculty reflect personal and professional pursuits as varied as lawyers, historians, actors, playwrights, engineers, artists, and members of the military. AIS teachers know every student and take the time to help each student develop their potential.

THE STUDENTS

AIS students come from all across the Main Line and its surrounding areas, representing 96 zip codes. AIS Upper School students are powerful thinkers and leaders. They are multi-talented, expressive in



THE SCHOOL



creative ways, and deeply love their school community. They have a voice and they have opportunities to both speak and develop and contribute their thinking. They run a wide area of student-led clubs, participate in organizations, such as student unions, and work together to publish five regular school publications.

CAMPUS

Located in Rosemont, Pennsylvania, the beautiful eighteen-acre campus is in a suburban setting and includes a self-contained Lower School building with its own gymnasium, dining room, library, and arts, science and music rooms. The Middle School, Upper School, Arts and Science Center, Libraries, and Gym/Fitness Center are interconnected buildings. The campus also features five tennis courts, three playing fields, three playgrounds and an outdoor dining area.

Excellence, Community, Character and Respect

Core Values

580
(292 in Upper School)

Enrollment

165
(56 in Upper School)

Faculty

12
Average Class Size, Upper School

8:1
Student-Teacher Ratio, Upper School

\$4.2 million
Financial Aid, 2019-20

EXCELLENCE

We provide an exceptional education that develops each girl's highest potential and produces passionate, resilient, and empowered learners and leaders.

COMMUNITY

We foster an inclusive environment where individuals are valued, contributions are celebrated, deep connections are formed, and traditions are cherished.

CHARACTER

We expect honesty, kindness, and personal integrity in all that we do and say.

RESPECT

We treat all with dignity and understanding, welcoming differences in backgrounds, perspectives, and cultures.

PROCEDURE TO APPLY

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The Agnes Irwin School does not discriminate in any term or condition of employment on the basis of race, color, religion, sex, sexual orientation, ancestry, citizenship, national origin, age, disability, veteran status, genetic information or any other characteristic or status protected by federal, state or local law.

Interested candidates must submit the following materials confidentially via <https://bit.ly/AgnesIrwinUSDirector> in one PDF attachment that includes in the following order:

- Cover letter expressing interest in The Agnes Irwin School Upper School Director position.
- Current résumé.
- Statement of educational philosophy and practice.
- List of three references including name, title, phone number, email address and professional relationship (references are contacted only with the candidate's permission).

Please email any questions to jobs@strategenius.org or by phone to Orpheus Crutchfield at (510) 685-0861.



SEARCH CALENDAR

January 13, 2021

Applications Due

February 2-5, 2021

Semifinalists Interviews

February 11-12 & 16-17

Finalists Interviews

February 24, 2021

Announcement

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