



The Woods Academy in Bethesda, Maryland, is seeking an **Assistant Head of School**. The Woods Academy is an inclusive Catholic community preparing boys and girls to lead lives of significance. The school serves approximately 300 students in the Washington DC Metropolitan area, including Montgomery County Maryland, Northern Virginia, and the District of Columbia. The Woods is where children come to discover their talents, grow in their faith, challenge themselves, and foster a strong desire to lead lives of significance. The school provides a comprehensive education for children from Montessori Preschool to Eighth Grade with strong academics, a daily world language program, hands-on technology instruction, and a well-rounded arts program, all conducted in a small classroom setting.

The Assistant Head of School leads, supports, and advances our mission, students and faculty. This critical position is a key member of the administrative team and reports directly to the Head of School. The start date for this position will be July 1, 2021. Responsibilities of the job are listed below.

**Key Responsibilities:**

- Oversee the academic, day-to-day operation of the school, ensuring congruity of programs and promotion of an innovative learning environment.
- Work with Director of Preschool, Lower, and Upper School to plan, schedule, monitor, and promote a strong curriculum that appropriately emphasizes student growth and development.
- Serve as a lead with Division Directors, Learning Support Coordinator, Director of Guidance, and faculty on all student academic and social-emotional development by promoting a healthy environment for learning, support, challenge, and growth. This includes character development and student discipline concerns as well.
- With the Head of School, serve as a key supervisor of faculty and staff, providing formal and informal observations and feedback to the faculty and staff.
- Serve as the chief liaison between parents and the school, fostering healthy communication between home and school.
- Oversee all faculty hiring, training, and professional development.
- Serve as a lead for all diversity, equity, and inclusion initiatives and ongoing work.
- Periodically, report at Board meetings on academic related programs and strategic planning initiatives.
- Oversee the annual review of the student/ parent handbook, ensuring policies reflect the mission of the institution.
- Supervise, with the support of the faculty and staff, all extracurricular and athletic programs.
- Assist Division Directors with the assignment and monitoring of faculty schedules and duties.
- Manage the yearly scheduling of classes and standardized testing.
- Serve as a strong voice and advocate for The Woods Academy, promoting our mission and Catholic identity within our community and in the greater Washington, DC area.
- Meet regularly with the Head of School, administrative team, and faculty.
- Other duties as assigned and needed.

If you are interested in this position, please submit your resume and a cover letter to <mailto:jobs@woodsacademy.org>. We will begin reviewing files in January. First round interviews will take place in late January and early February. Finalist interviews will take place in February.