



## Head of Middle School

Castilleja School invites nominations and applications for an experienced and dynamic educational leader to serve as Head of Middle School beginning July 2021. Reporting to the Head of School, the Head of Middle School is the lead educator and advocate for the Middle School and its students. The Middle School Head is a leader who oversees all academic and social programs for students in grades six through eight, serves on a collaborative senior leadership team, inspires strategic focus on academic excellence in learning and teaching, and, promotes equity and inclusion as guiding principles in the curriculum and community.

Castilleja is a dynamic, diverse, and intentional educational community for students in grades 6-12 that believes in the power of women learning and women leading. Founded in 1907, Castilleja fulfills its mission to educate young women to become confident thinkers and compassionate leaders with a sense of purpose to effect change in the world. Located in the beautiful, vibrant community of Palo Alto, California, Castilleja educates 426 students, 183 of whom are in Middle School, from 50 neighborhoods in the Bay Area. Sixth grade is the primary entry point for Castilleja students.

Castilleja believes that student-centered inquiry is at the core of student learning. Initiative, agility, and purpose are the essential qualities fostered in young women learning and leading at Castilleja. Castilleja's faculty, staff, and students value and respect each other and demonstrate a shared commitment to the mission of the school. All members of the community enjoy access to the comprehensive cultural, educational, environmental, and industry resources within Silicon Valley and the Bay Area.

Reporting to and partnering with the Head of School, the Head of Middle School supports curriculum development and co-curricular programming and promotes pedagogy that fosters 21<sup>st</sup>-century knowledge and skills. The Head of Middle School oversees academic progress and student life in the division. They collaborate with the Upper School Head, Department Heads, Academic Dean, and Program Directors to evaluate and implement curriculum, and with the Dean of Faculty to hire, mentor, and evaluate faculty. The Head of Middle School works closely with the newly appointed Assistant Head of School for Curriculum and Community, whose focus is the integration of the critical tenets of diversity, inclusion, equity, and interdisciplinary content, and collaboration, communication, and creativity. The Head of the Middle School oversees the Middle School Dean of Students and Middle School Deans, and works with the Director of Social and Emotional Learning, Registrar, School Counselors, Librarian, Learning Specialist, Middle School Athletic Director, and the Program Directors to implement curriculum and programs appropriate for the Middle School. They facilitate and articulate appropriate channels for home-school communication, and, with the Middle School Deans, communicate with parents regarding Middle School issues and concerns. The Head of the Middle School plays an active role with the Admissions team and on the Middle School Admissions Committee.

Important qualities and qualifications for the Head of Middle School include: sustaining a culture of collaboration and community, building relationships based on mutual trust that demonstrate warmth and care, demonstrating accountability, responsibility, and transparency in decision-making, modeling equity within all constituencies, teaching and developing students holistically in their middle school years, leading teams with a growth mindset through innovation and change, communicating orally and in writing with clarity and consistency, and, displaying an unabashed love of learning.

Please send all nominations, and applications including a **cover letter and résumé**, in confidence to:



Sherry Coleman, Partner  
Staci Williams Seeley, Managing Associate  
Storbeck Search  
[CastillejaMSHead@storbecksearch.com](mailto:CastillejaMSHead@storbecksearch.com)

*Castilleja School is an equal opportunity employer. It does not discriminate or condone discrimination against any member of the School community on any basis, including race, color, ethnicity, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, religious creed, medical condition, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, physical or mental disability, genetic information, genetic characteristics, marital status, citizenship, immigration status, primary language, veteran or military service status, and all other legally protected characteristics as protected by federal, state or local law or ordinance.*