



Upper School Principal Start Date: July 2022



Lower School Campus (Nursery-Grade 5) • 228 Old Gulph Road • Wynnewood, PA 19096
City Avenue Campus (Grades 6-12) • 1101 City Avenue • Wynnewood, PA 19096

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Friends' Central School Overview

Friends' Central School is an independent, coeducational Quaker day school founded in 1845 and serving approximately 750 students in Nursery through grade 12. Located in the Philadelphia suburbs, the School has two campuses. The Middle & Upper Schools are located just outside of West Philadelphia in Wynnewood, and the Lower School is on our Old Gulph Road campus in the heart of Wynnewood.

The exceptional faculty at Friends' Central offers a curriculum that cultivates the intellectual, spiritual, and ethical growth of our students. Our pedagogy is grounded in continuing revelation, reflection, integrity, and a willingness to accept responsibility. From Nursery to grade 12, our students participate in a process designed to foster creative, critical, and flexible thinking, along with compassion. As they transform from playful children to skilled, self-possessed teenagers, they are always intellectually curious and engaged thinkers. Friends' Central prepares graduates to succeed in college and in life.

Upper School Principal

Friends' Central seeks an Upper School Principal starting July 1, 2022. The Upper School Principal is one of three division heads and a member of the Administrative Team who reports directly to the Head of School. The principal acts as the educational leader of the division and is primarily responsible for its day-to-day operation. The principal is part of an administrative team that includes the Assistant Principal, the Dean of Students, four Grade Deans and several Department Chairs. In addition, this individual works closely with the other division principals, Assistant Heads of School, Director of Equity, Belonging & Inclusion, and the Director of Athletics & Wellness. As the chief administrator of the Upper School, the principal supervises approximately 45 full- and part-time employees and 370 students.

This is a particularly exciting time to join the Friends' Central Upper School as new offerings in STEM, biodiversity and sustainability, and consent are emerging, with other curricular changes on the horizon. Next year, the School will be working with consultants to create a new, school-wide schedule, which would be a wonderful time to add new, innovative dimensions to the exciting academic offerings already in place. The School is also developing anti-bias and anti-racist systems that will have broad effects in the school community.

The position requires a dedication to the School's mission and Quaker identity, as well as significant teaching and proven administrative success at the upper school level. An ideal candidate will be able to lead and further develop Friends' Central's challenging and robust academic program as well as its many extracurricular activities and student programs.

This position requires an inspirational and forward-thinking educator who understands upper school students. An appreciation for the academic, social, and emotional needs of young adults is essential. The Friends' Central Upper School is an environment where students find and further passions, cultivate deep relationships with adults, and prepare for college and beyond.

The School seeks candidates with a commitment to and experience in fostering an inclusive learning community, who will address and further issues of diversity, equity, inclusion, and belonging in all aspects of school life.

Responsibilities include:

Faculty

- Provide vision for the development and implementation of the Upper School program
- Supervise and inspire Upper School teachers through ongoing communication, regular meetings, class observations, and the School's formal evaluation process
- Challenge faculty with professional development opportunities to foster growth
- Lead and work closely with the Department Chairs, Dean of Students, and grade-level Deans
- Coordinate and supervise the hiring of new staff in conjunction with Department Chairs and other teachers and administrators
- Supervise faculty staffing for the division

Parent/Caregiver Relations

- Communicate regularly about Upper School activities and programs through parent gatherings, face-to-face meetings, and written communication
- Support and problem-solve with parents/caregivers and in conjunction with other administrators, advisors, and faculty
- Serve as a resource for parents/caregivers for questions related to the academic program

Students

- Work closely with the Dean of Students, Grade Deans, Assistant Principal, and the Student Support Services Team to ensure that students have what they need to succeed and grow intellectually, emotionally, and spiritually
- Communicate with students about guidelines and expectations
- Serve as a liaison between upper levels of administration and the student body
- Reflect the student experience to the Head of School and the Board of Trustees
- Support students and their extracurricular activities and encourage other staff to do the same
- Help to coordinate events for students, including orientation, Senior Night, and Commencement
- Act as the final decision maker in cases of budget, student discipline, and staffing issues

Enrollment Management

- Articulate a clear, compelling vision of the Upper School program and Quaker values
- Share a passion for Friends' Central, its students, and their learning with prospective parents and students
- Work with the Director of Enrollment Management and Admissions staff in marketing the Upper School
- Participate in interviews of Upper School applicants and review applicant folders
- Cultivate relationships with current and incoming families with an eye on retention

Qualifications

- 7-10 years of Middle or Upper School teaching experience
- 5-7 years of administrative leadership experience in a school setting
- Master's degree in an academic subject field or in education

Please submit a resume and cover letter to careers@friendscentral.org only. Please clearly name/label your resume and cover letter with your full name. All applications should be received by November 1, 2021.

Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#).

