



ASSISTANT HEAD OF ACADEMICS

Brownell Talbot College Preparatory School

Omaha, NE

About the School

Brownell Talbot, a co-ed day school of 400 students in preschool through grade 12, is in the heart of Omaha, NE. Founded in 1863 as an area alternative to Eastern boarding schools, Brownell Talbot is the only independent college preparatory school in the state of Nebraska. Its mission is very clear:

Every Student. Every Mind. Every Heart. Known. Inspired. Challenged.

The school offers its students everything the mission would suggest. Regardless of level, each child's experience aligns with the vision of being "a compassionate community of diverse learners empowered and determined to reach their unique potential and positively impact the world." In recent years faculty have supported the curriculum through project-based learning and other more progressive pedagogies. There is a strong faculty culture of professional development that models enthusiastic and lifelong learning, demonstrated in 81% of the faculty having a master's degree or higher.

Omaha, a thriving midwestern city offering a multitude of cultural and educational resources, provides a wonderful setting for BT students. The school is organized in Lower School (preschool - grade 4), Middle School (grades 5-8), and Upper School (grades 9-12) with dedicated faculty in each division. BT's rigorous college prep curriculum is whole-child focused, structured to integrate fine and performing arts, world languages, social emotional development, and physical education into each student's learning.

BT is an exciting environment for professionals who like to be part of a successful team of dedicated individuals who thrive on the challenges and rewards of working in an active community. Brownell Talbot fosters an educational environment that is inclusive and accepting of diverse individuals and viewpoints. It is a member of NAIS and is accredited by ISACS and AdvancED. Niche.com has voted Brownell Talbot Best Private High School in Nebraska for the past two years and Best Private K-12 School and Best High Schools for STEM in Nebraska. BT has been voted #1 in the Best of Omaha private elementary school category for five years in a row. BT also placed in Best of Omaha's private high school category this year.

About Omaha, Nebraska

Omaha is a vibrant and active city with much to offer. Voted #20 on a 2019 Best 100 Places to Live list (Wallethub) and #8 for Cities with the Best Work-Life Balance (Kisi), it boasts many cultural and outdoor activities to support both of these honors. Further, the cost of living is 8% lower than the average U.S. city, and it is home to the #3 zoo (USA Today) in America, the



BROWNELL TALBOT

[Henry Doorly Zoo and Aquarium](#). To read more about Omaha, please see the [Chamber of Commerce promotional piece](#).

About the Position

<p>Reports To: Head of School</p> <p>Member of: Executive leadership team, Administrative leadership team, Enrollment and Marketing Committee of the Board of Trustees</p>	<p>Education: Advanced degree required</p> <p>Experience: Minimum of five years of school administrative and supervisory experience required</p> <p>Disposition: Dedicated to knowing, inspiring, and challenging students and faculty. Open-minded strategic thinker who is willing to meet people where they are</p>	<p>Position Supervises: Academic Leadership team, Lower School faculty, Dean of Students (grades 5-9), Dean of School (grades 10-12), Director of Auxiliary Programs, Activities Director, Library Services, Instructional Technology, Guidance and Counseling</p>
--	---	---

Position Summary

The Assistant Head of Academics is a leadership position, reaching across all levels of the school, which includes BT's preschool program, Early Years, through grade 12, across all curricula disciplines, and across all programmatic offerings. This position works in partnership with the various constituent groups within the school to provide leadership and to measure, implement, and oversee all aspects of teaching and learning. The Assistant Head of Academics not only provides academic leadership and oversight to maintain the academic integrity of the school, but also mentors teachers, supports students' academic well-being and success, and serves as a resource for families.

The ideal candidate is a team player who has a warm, collaborative nature; positive energy; a sense of humor; and is a consensus builder. They have excellent skills in communication, technology, writing, and public speaking. They possess a deep commitment to regular evaluation of curriculum, academic programming, and faculty growth and accountability with an eye towards vertical, horizontal, and cross-discipline alignment, relevant and intentional student experiences, and cutting-edge teaching and learning.

Principle Responsibilities:

- Maintains congruence between the school's mission and all academic programming.
- Supervises curriculum integrity, alignment, and articulation across all three levels of school.
- Serves as the academic advisor to the Head of School as it pertains to curriculum,



academic programming, and personnel.

- Supports best practices in curriculum pedagogy, based on current research on teaching and learning.
- Leads, develops, and manages meetings, task forces, and other programming as they pertain to the job.
- Works with the marketing and admissions offices to ensure recruitment and retention of students.
- Works with the Advancement Team on the application and execution of all academic-related foundation grants.
- Serves as the Lower School head by supervising and supporting Lower School faculty, serving as the primary point of contact for Lower School families, and supervising Lower School students.
- Other duties as assigned by the Head of School.

Competencies

- Is a self-assured and confident public speaker.
- Has exceptional attention to detail.
- Believes in trans-disciplinary teaching and learning.
- Is a creative thinker and problem solver.
- Effectively uses technology as a tool for teaching and learning.
- Has superior organization, prioritization, and self-motivation skills.
- Has a keen understanding of student needs across levels.
- Is a calculated risk taker and is not paralyzed by challenges or failure.
- Understands and can lead global education initiatives.
- Demonstrates a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.

Specialized skills, knowledge, and expectations

- High level of fluency and comfort with the Mac operating system.
- Demonstrated understanding of other instructional technology tools including standard office suite packages like Microsoft Office, Google educational apps, and student information management systems.
- Attendance and participation in school extracurricular and fundraising events that may take place in the evening or on weekends.

To Apply

Candidates interested in this position are asked to submit the materials listed below as soon as possible.

- Letter of Interest addressed to the Brownell Talbot Search Committee
- Resume
- Statement of Educational Philosophy
- A list of five or more references with contact information (including phone numbers and email addresses) and indication of time zone



- Up to three letters of reference (optional)

Please address any applications, inquiries, or expressions of interest to Sally Mixsell at smixsell@educatorscollaborative.com.

Brownell Talbot College Preparatory School does not discriminate on the basis of race, color, religion, gender, gender identity, age, disability, marital status, sexual orientation or based on any other status protected under local, state, and federal law, in admission or access to, or treatment of employment or educational programs and activities.