

# SACRED HEART GREENWICH

Head of Upper School  
Sacred Heart Greenwich—Greenwich, CT  
July 2022

---

## About Sacred Heart Greenwich

**Who We Are.** Sacred Heart Greenwich is an all-girls, Catholic, independent college preparatory day school. Sacred Heart Greenwich provides a challenging, empowering, and inclusive learning environment for girls and young women from kindergarten through twelfth grade to prepare them to become confident, intelligent, and compassionate global leaders. The School offers a coed program for young children at the Barat Center for Early Childhood Education.

**Faith. Community. Growth. Intellect. Justice.** These are the criteria that set Sacred Heart Greenwich apart from other independent schools and our culture, identity, and mission are deeply linked to the Sacred Heart Goals & Criteria:

- A personal and active faith in God
- A deep respect for intellectual values
- A social awareness which impels to action
- The building of community as a Christian value
- Personal growth in an atmosphere of wise freedom

**History. Global Reach.** Founded in 1848, Sacred Heart Greenwich is one of the 200 worldwide Network of Sacred Heart schools located in 44 countries. The 22 independent Network schools located in the United States share a common heritage and vision exemplified by a set of shared Goals & Criteria.



Carney  
Sandoe  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

## Mission Statement

Guided by the Goals & Criteria, Sacred Heart Greenwich is committed to educating and developing the whole student: intellectual, spiritual, emotional, and physical in an inclusive environment where all feel valued, respected, and experience a sense of belonging.

## The Sacred Heart Journey

As Greenwich's only faith-based school for girls, Sacred Heart offers all that and more. Sacred Heart's educational philosophy emanates from its profound spiritual and educational heritage, and from its commitment to meet the challenges of a changing world with innovative classroom strategies and new technologies. But the true hallmark of a Sacred Heart education rests on the commitment to educate the whole child. Through the transformational relationships between educators and students, individuals come to understand that they are loved by God and can utilize their gifts and talents to change society. In that context, students are joyfully immersed in a learning environment with no academic ceiling. Whether a child arrives at Sacred Heart in Lower, Middle, or Upper School, each girl is inspired to be-and do-her very best.

## Faith Life and its Inclusive Global Community

The strength of a Sacred Heart education is firmly grounded in the belief that faith is at the heart of each student's identity. Proud of its Catholic heritage, the community has a warm and inclusive ethos that welcomes students of diverse faith and backgrounds. The school promotes the development of a strong and active faith in God by providing its young women with religious education and experiences that cultivate spiritual growth and a moral core of integrity, strength, and compassion

Each student is encouraged to explore, express, and deepen her personal faith through participation in liturgies, prayer services and retreats. Religious education is woven into the curriculum and through social justice and service programs, students experience faith in action. The network exchange programs enrich faith life by providing students the understanding that every Sacred Heart school across the globe follows the same Goals and Criteria which are the foundation of the Society of the Sacred Heart's educational mission. Likewise, the signature Global Scholars Program has a core requirement that students develop a service research project with a global strand.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com



## The Sacred Heart Sisterhood—A Community for Life

Sisterhood. A second home. Ask any Sacred Heart student to describe her relationship with her classmates and her school, and those are the words you will hear. Each girl who comes to Sacred Heart's serene hilltop campus is unique and brimming with potential. By providing an intentional balance between learning and living, Sacred Heart cultivates a vibrant community that challenges and inspires students to grow academically, artistically, athletically, and personally. Current research points to the effectiveness of all-girls education for young women. Graduates of girls' schools account for a significant percentage of women in leadership positions in industry, academia, public life, and other professions. At Sacred Heart, each student has the freedom to be uniquely herself, finding a myriad of opportunities to discover and use her voice within a joyful, supportive community.



Students are not just a Sacred Heart girl during their time on King Street. They remain a Sacred Heart girl for life.



### The Position

**Job Title:** Upper School Division Head

**Department:** Upper School

**Reports to:** Head of School

**Reporting to this Position:** All Upper School Employees

### General purpose:

The Upper School Head is responsible for the overall formation of students in 9-12, including curriculum, arts, athletics, extracurriculars and global education.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

## The Position

### Responsibilities:

- Serves as the educational leader of the Upper School, responsible for its day-to-day operation; to function as the chief spokesperson of all Upper School's programs, expectations, behavioral/cultural guidelines to ensure that all constituencies work together to create a dynamic and inclusive environment
- Observes, supervises, and helps evaluate the faculty in the development and implementation of curriculum; supervises the teaching/coaching process and reviews and evaluates current/future academic programs
- Acts as the mission lead of the Upper School, reinforcing the Goals and Criteria of the Society of the Sacred Heart across all program areas
- Drives innovation and collaboration as pedagogical practices change and evolve
- Coordinates with the Admissions and Communication departments to recruit, admit, and retain Upper School students and families
- Serves as a member of the Senior Leadership Team
- Provides for the educational, physical, social, and psychological needs of the members of the school community and to develops plans for meeting these needs, including learning support for students with documented differences
- Oversees and directs the activities of the Department Chairs, the sponsors of various student organizations and activities, and faculty committees
- Makes recommendations to the Head of School regarding the hiring and retention, and the assignment (teaching load/subject areas) of the Upper School faculty
- Works collaboratively with Head of School and Assistant Head of School to establish programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation
- Oversees the coordination of the co-curricular and extra-curricular activity programs of the school; assists in the planning and the presentation of school assemblies and programs; assists in maintaining a comprehensive calendar of school events; keeps the entire school community informed of various school programs and activities
- Organizes approach to budgeting process for Department Chairs, programs, resources of Upper School and collaborate with Head of School and CFO in budget process timeline
- Provides for the academic guidance of students; maintains complete academic records on all students; oversees the grading and the reporting of standards and methods used by teachers and registrar in measuring student achievement
- Creates a visible presence in all areas of the school; works toward a resolution of all problems - both routine and unique as they arise; keeps the Head of School informed of the general programs, activities, and challenges within the Upper School
- Represents Upper School at conferences, local meetings, and other school functions as required and utilizes colleague professional learning network for ideas/support
- Serves as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

### Communication

- Maintains regular communication with faculty and parents about the life of the Upper School
- Addresses US faculty in regular meetings
- Guides messages/activities of US Morning Meeting with student leaders
- Coordinates with the Communications and Advancement teams as needed

### General

- Agrees to the terms of the Employee Handbook and acknowledge the Employee Handbook as an extension of this job description
- Performs other duties as assigned
- This job description is subject to change at the discretion of the Head of School

### Qualifications

- Bachelor's Degree required/Masters or significant experience preferred
- Demonstrated success as an Independent School teacher and administrator who can motivate teams and guide others
- Belief in school mission and history as a Catholic, independent, Sacred Heart school that seeks to empower young women to make a difference in the world.
- Excellent communication skills, in writing, in public speaking, and as a team leader
- Successful experience evaluating, supervising and supporting a diverse faculty
- Strong organizational, and follow-through skills
- Demonstrated love of learning/teaching

The employee is expected to adhere to all school policies, to adhere to the Goals and Criteria set forth by the Network of Sacred Heart Schools, and to act as a role model in adherence to the policies and the Goals and Criteria.

As Members of the international network of Sacred Heart schools, we are committed to attracting and retaining faculty with a passion for teaching, who demonstrate an active faith, practice a deep respect for intellectual values, promote social awareness, build community, and value personal growth and responsibility. Sacred Heart Greenwich is an Equal Opportunity Employer and welcomes candidates who will enhance the cultural diversity of our community.

We aim to form students of faith, intellect, and awareness, who will use their gifts in service to others. Relationships and mentoring are at the heart of the student experience, which is grounded in student centered learning, inquiry, problem solving, interdisciplinary connection, collaboration, and an understanding of social justice. Student leadership and well-being are connected to every academic discipline, as all full-time teachers are also grade level advisors.

### To Apply

Please send resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and statement of philosophy of education and leadership to Rice Bryan ([rbryan@carneysandoe.com](mailto:rbryan@carneysandoe.com)) and Namita Bhattacharya ([namita@carneysandoe.com](mailto:namita@carneysandoe.com)). **Please do not contact the school directly.**



Carney  
Sandoe  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)