



North Broward Preparatory School

Assistant Head of School **Job Description**

RESPONSIBILITIES

- Develop, maintain, and oversee curriculum PK-12
- Remain professionally up-to-date with respect to best practices and emerging trends in elementary, middle, and high school education through professional reading and participation in state and national conferences
- Conduct parent presentation/education meetings to thoroughly inform parents across the spectrum of grades, Pre-K 3 – Grade 12
- Develop and implement the annual NBPS Professional Development plan, calendar, and budget
- Conduct regular division leader meetings
- Provide supervision, coaching and annual assessment to division principals and directors as designated by the Head of School
- Lead the Academic Council
- Ensure compliance with state and regional accreditation agency regulations and policies and ensure compliance with state statutes that are applicable to private schools in Florida,
- Lead the accreditation/re-accreditation process, including the preparation and timely submission of annual reports for each accreditation agency
- Work collaboratively with Nord Anglia Education regional team
- Support the development and management of the annual school budget
- Lead the development of the annual staffing model and hiring of staff
- Gather, analyze, and report on key performance metrics across all grades
- Lead the NAE Quality Assurance process
- Oversee the development of the school's Academic Calendar
- Provide guidance and oversight the Residential Program as it relates to academics and campus life
- Enthusiastically interact with all members of the North Broward school community, exhibiting flexibility in thought and action

- Ensure that the work climate of the school is cheerful, exciting, challenging, growth producing, and professionally and personally fulfilling for all employees
- Represent NBPS at various functions (internal and external)
- Work with the Head of School on all projects, as requested

REQUIREMENTS

- Master degree required
- 5+ years of experience in a senior level educational leadership role required
- Command of IB, AP, and traditional American curriculum
- Embrace the mission, vision and philosophy of Nord Anglia Education and North Broward Preparatory School
- Possess superior communication skills as a speaker, writer and listener
- Demonstrate an ability to multitask with attention to detail and organization
- Exhibit a calming, confident and inspiring presence in support of faculty and other community members
- Possess a comprehensive knowledge of curriculum and instruction – Pre-K 3 – Grade 12 and the ability to manage the academic life of the school on a daily basis
- Demonstrate collaborative leadership skills and the ability to work well with and through others
- Proven leadership within an international boarding school setting