

## Head of the Upper School

### Organizational Summary:

Tampa Preparatory School is the premier private school in the Tampa Bay area for students in grades 6 – 12. Our mission is our foundation as we focus on what's best for students. We pay attention to adolescent development and incorporate the latest research and data on teenage brain function, retention, and development into our programs. Founded in 1974, our rich academic tradition, along with a commitment to arts, athletics, and a focus on producing well-rounded citizens, has made Tampa Prep one of the best schools in Florida for nearly fifty years. Our educational philosophy instills values of kindness, fairness, decency, honor, diligence, and academic curiosity. The School also stresses the development of self-confidence, a sense of worth, and the importance of having fun in the pursuit of one's goals.

### Position Summary:

Tampa Prep is seeking a Head of the Upper School who exhibits initiative, excitement, involvement, dedication, a sense of community, and the ability to coordinate various programs. The Head of the Upper School reports to the Head of School, as the lead administrator for the Upper School's day-to-day operations. Additionally, it can be expected that the Head of the Upper School will work collaboratively with the Administrative Team and attend Board meetings where they frequently present on matters of interest and importance for the Division.

The Head of the Upper School will embrace the School's mission, bring an informed, dynamic, and energetic vision for education in the 21<sup>st</sup> century, and possess a strong commitment to academic excellence. The Head of the Upper School will lead a talented faculty and our upper school of roughly 490 students in grades nine through 12. Although this position reports to the Head of School, it is afforded a high degree of autonomy to lead the Upper Division. The Head of the Upper School is expected to serve as a member of, and to work closely with, the Senior Administrative Team in developing institutional educational strategy and initiatives. Preferred candidates will have experience with: secondary teaching, administrative and curriculum development, strong oral and written communication and public relations, technological proficiency, and budget management.

The Head of the Upper School is expected to have a command of curriculum, as well as trends and research in education. Also imperative for success in this position are the ability to balance collaboration with decisiveness, an optimistic outlook, a sense of humor, an enthusiasm for working within a diverse community, and a fondness for guiding the development of students.

### Summary of Major Responsibilities:

With respect to the administration, the Head of the Upper School:

- Meets with the Head of School as part of the weekly Administrative Team meeting, as well as individually, as needed
- Works collaboratively with the Associate Head of School and Head of the Middle School
- Works collaboratively with all members of the Administrative Team

With respect to the Board, the Head of the Upper School:

- Attends Board meetings, makes regular reports on the Upper School, and other subjects identified by the Head of School
- Serves as a member of Board Committee(s) as identified by the Head of School

With respect to the Upper School students and program, the Head of the Upper School:

- Supports the School's mission and philosophy, faculty and students
  - Works in a procedural manner with faculty to develop curriculum and programs (including Academic Concentrations) consistent with the School's philosophy, the ability levels of students, the developmental stages of students, in preparation for the next phase of their education. Collaboratively coordinates the development of a coherent school program
- Fosters open communication between the divisions, departments, faculty, and administration
- Organizes and supervises accreditation activities for the division
- Works with the Deans to maintain student records, capturing requirements and progress
- Ensures that all students have access to age-appropriate, student-centered courses and activities that offer a challenging curriculum and growth-oriented experience

With respect to students, the Head of the Upper School:

- Oversees the College Counseling program and works closely with the Director of College Counseling
- Cultivates high performance and high morale
- Monitors the relationship between the overall ability of the student body with the nature and demands of the Upper School programs
- Oversees the development of a master schedule with the Academic Dean and collaboratively determines appropriate placement in courses and/or classes, together with the Dean of Faculty, the Academic Dean, the Dean of Students, and Academic Department Chairs
- Oversees the student discipline program and works closely with the Dean of Students on matters of student discipline. Together with the Dean of Students and Head of the Middle School, maintains a pattern of discipline in accordance with the School's handbook
- Serves as a liaison between the School and parents, assisting individual students and their families, and responding to specific academic, emotional, and developmental challenges.
- Reviews the Guide for Academics and Student Life with the Dean of Students
- Prepares First Week and orientation programs for new and returning Upper School students, with the Deans assistance

With respect to the faculty and the Upper School, the Head of the Upper School:

- Works with the Dean of Faculty and Department Chairs in recruiting and hiring new faculty and staff
- Assigns courses to be taught and activities to be supervised equitably
- Recommends adding or removing teaching positions
- Evaluates teacher performance and recommends programs for professional development
- Leads Upper Division faculty meetings, Upper School student meetings, and assemblies
- Seeks to build a positive working relationship with teachers

The Head of the Upper School must also embrace the day-to-day functions of the opportunity.

These include, but are not limited to:

- Supervises and evaluates the work within the division
- Coordinates all division activities
- Advises and works with the Admissions Office concerning Upper School admissions
- Works closely with the Upper School Administrative Team on school programs
- Supervises the Health Coordinator and activities associated with the Health Desk

Additional responsibilities:

- Works closely with the Head of School, Director of Finance and Operations, and Assistant Head of School to build the yearly budget and supervise its administration
- Works in concert with the Development Office, keeping the staff well informed of newsworthy events, student achievements, activities that enhance the school experience and mission, as well as helping establish and determine the use of funds raised

### **Qualifications:**

Bachelor's degree, Masters preferred

Preferred candidates will have secondary teaching (minimum 10 years), administrative and curriculum experience

Strong communication skills

Emotional intelligence and public relations skills

Technological proficiency

Budget management

Boundless enthusiasm for working within a diverse community guiding and developing students

### **Information for Applicants:**

This is a 12-month, full-time, benefit-eligible position. For consideration, please forward cover letter expressing interest in the Head of the Upper School position, current resume, statement of educational philosophy and practice, limited to two pages, and list of references including name, title, phone number, email address, and professional relationship (References are contacted only with the candidate's permission or if the candidate becomes a finalist.) to Kimberly Baggett, Director of Human Resources at [kbaggett@tampaprep.org](mailto:kbaggett@tampaprep.org) or Joe Fenlon, Associate Head of School at [jfenlon@tampaprep.org](mailto:jfenlon@tampaprep.org).

For additional information please visit this link:

<https://tampaprep.org/wp-content/uploads/2021/12/Head-of-US.pdf>

### **Equal Employment Opportunity**

Tampa Prep is an inclusive and open-minded environment that does not discriminate according to race, color, national origin, religion, gender, sexual orientation, gender identity or matters of individual choice. Tampa Prep does not engage in personnel practices prohibited by federal law. This policy extends to all activities and aspects of the school and specifically to the practices of faculty and staff hiring and management, in student admissions, student evaluation, discipline and student life.