

Intermediate School Head

Since 1800, when St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France, Religious of the Society of the Sacred Heart and lay Sacred Heart educators have carried out her imperative of educational excellence. Today, the Network of Sacred Heart schools is an association of 25 Catholic schools across the United States and Canada, and nearly 150 schools internationally. Independent yet united in spirit and purpose, the international community of Schools of the Sacred Heart believes in educating the whole child, and preparing her to live fully and wisely. At the core of the Sacred Heart education the [*Goals and Criteria*](#) are the principles that express the intentions and hopes of our 200-year tradition.

Carrollton's culture and identity are bound inextricably to the vision set forth in the *Goals and Criteria of Sacred Heart Schools*. These values form the moral compass that influence the choices made within our community. Learning to draw upon these values during their school days, Carrollton graduates become women of conviction, courage and confidence.

The Intermediate School Head is the educational, spiritual, and administrative leader of grades 4-6 with responsibility for the students, faculty, programs, and parent relations. The Intermediate School Head reports directly to the Head of School, is a member of the Academic Team, and works collaboratively with other members of the Administrative Team to ensure that Carrollton School of the Sacred Heart is a leader in the education of girls. The next Intermediate School Head will have the opportunity to help shape an exciting and creative future for the program while building upon a tradition of success and excellence. The Intermediate School Head enjoys the support and benefits of working with an experienced, talented, cohesive, and dedicated faculty.

Essential Duties and Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:

- A commitment to the *Goals and Criteria* of Sacred Heart network schools as articulated in the school mission.
- Promote and champion the successes, strengths, and mission of the Intermediate School with both the internal and external community.
- Work with faculty, staff, parents, and students to maintain standards of education and behavior that encourage the development of each student and the professional development of each faculty member.
- Support the Head of School and President, and work to promote and implement Carrollton's strategic goals.
- Visit classes regularly, attend performance and sporting events, and be present in the halls and around campus to establish a strong presence in the lives of the students and faculty.
- Ensure that the parts of the physical plant designated for Intermediate School use are taken care of and recommendations for capital improvements are made when needed to ensure the students have a safe and welcoming learning environment.
- Attend Administration, Academic Council, Faculty, and other meetings important to the life of the Intermediate School.
- Schedule regular division meetings and build agendas based on needs of the faculty and staff and the strategic priorities of the school.

Essential Duties and Responsibilities (continued):

- Work with the Admissions Office in attracting, interviewing, and accepting new students.
- Utilize research and data to inform best practices.
- Participate in reflective, self-directed, on-going professional development.
- Provide an environment that is exciting, welcoming, and supports learning.
- Develop and maintain the academic curriculum and extracurricular programs in collaboration with the Director of Teaching, Learning, and Educational Programs, School Counselor, Director of Auxiliary Programs, Director of Athletics, M-12 Discipline Chairs and Faculty, ensuring that they are mission appropriate, cutting edge, research based, and meet the needs of 21st Century students.
- Support and evaluate the faculty, in conjunction with the Director of Teaching, Learning, and Educational Programs. Ensure the best teaching techniques, methodology, and curriculum are implemented throughout the division.
- Recommend to the Head of School, in consultation with the Director of Teaching, Learning, and Educational Programs those teachers and staff members to be hired, retained, and dismissed.
- Supervise day-to-day operations of the school, as well as, arranging for all special events related to the Intermediate School
- Oversee the spending of monies approved in the budget for the Intermediate School.
- Design and execute the master schedule for the Intermediate School.
- Work 11 months and outside of regular school hours.
- Perform other related duties as assigned.

Qualifications:

- A bachelor's degree is required; a master's degree is preferred. The ideal candidate will have at least 7-10 years of teaching experience and 3-5 years of school leadership experience.
- Demonstrated understanding of best practices in curriculum design and evaluation, the science of learning, and social emotional development of girls
- Intercultural competency with a deep respect for social justice, inclusion, and diversity as articulated in the *Goals & Criteria*
- Excellent written and verbal communication skills with an emphasis on public speaking ability
- Superior organizational skills that include attention to detail and the ability to meet deadlines
- Ability to work effectively as a team member as well as independently

Interested candidates should submit a cover letter, educational leadership philosophy statement, resume, and employment application through Carrollton's Employment Opportunities website.

<https://www.carrollton.org/about/employment-opportunities>