

VISION: Embracing lifelong learning beyond the mere acquisition of knowledge, The Greene School prepares students to analyze situations, make decisions, solve problems, and communicate effectively in a dynamic world. We are dedicated to cultivating the unique nature and potential of each student and committed to building a school community predicated on kindness and compassion. We provide a nurturing and caring environment, enhanced by a low student-teacher ratio and personalized learning approach that incorporates individualized attention, hands-on experiential learning, and a challenging and a well-rounded curriculum. The Greene School creates a trusting and safe atmosphere for students to explore, question, practice, make mistakes, create, and imagine.

CORE VALUES: Kindness, Excellence, Resilience, Global Stewardship, Integrity, Curiosity, Innovation.]

The Greene School, founded in 2016 by philanthropists, Jeff and Mei Greene, as a Pre-K-8 coeducational independent school In the Fall of 2022, the school launched its inaugural 9th grade class and is expanding to 10th grade for the 2023/2024 school year. The school will continue to grow into a full EC-12th grade by the 2025/2026 school year. Reporting to the head of school, the expansion team is seeking a dynamic, enthusiastic, and visionary educator and leader with an entrepreneurial spirit to steer the upper school division in its inaugural year. The head of the upper school, in partnership with other key faculty and staff members and stakeholders, will work in all phases of its development including, but not limited to: admission; hiring; student life; and policies regarding discipline and restorative justice. The head of the upper school is expected to foster a culture of alignment with The Greene School's mission, vision, and core values.

RESPONSIBILITIES AND DUTIES

Curriculum and Instruction

- Upholds the academic and ethical standards of the school.
- Hires, supervises, evaluates, and dismisses all administrators, faculty, and staff members.
- Fosters professionalism, collegiality, and ethical conduct in the faculty.
- Provides for the professional development of the faculty.

- Stimulates and participates in the dialog about teaching and learning at the school.
- Supervises the selection of curricula, class schedules, assessments, graduation requirements, and all aspects of the school's academic program.
- Optimizes the physical learning environment and technology in all instructional areas

Student Life

- Organizes student activities and extracurricular opportunities.
- Administers the school's discipline policies and standards of conduct.
- Supervises the school's support systems, such as counseling, academic support, before- and after-school programs, college or secondary school counseling, health and wellness, etc.
- Oversees the school safety programs including building security, emergency procedures, transportation regulations, tornado and fire drills, etc.
- Promotes a healthy student culture in and out of school. • Optimizes all-school gatherings including assemblies, sporting events, performances, etc.
- Provides for character education and ethical teachings in keeping with the mission of the school.
- Reports student progress to parents on a timely and helpful basis.

Admissions, Marketing and Financial Aid

- Supervises and assists the admissions functions of the school, including recruitment programs, internal marketing, external outreach, website development and maintenance, information dissemination, and applicant testing and interviewing.
- Supervises the admissions decision-making process, including administration of the school's financial aid program.

QUALITIES, KNOWLEDGE, AND ABILITIES

Provides support

Active listener

Highly visible

Problem solver

Has a clear vision

Compassionate

Fair and consistent

Dedicated

Passionate