



**Position Title:** Assistant Head of Upper School  
**Position Status:** Full-time  
**FLSA Classification:** Exempt  
**Reports To:** Head of Upper School

**\*\*\*THIS IS AN INTERNAL SEARCH ONLY\*\*\***

**Position Purpose:**

The Assistant Head of Upper School works with the Head of Upper School and faculty to foster a positive, safe environment that will best meet the needs of all students and families. Together with the Division Head, the Assistant Head will develop programs and policies to support student academic wellness, growth, and achievement that ensure we are living our mission and values daily.

**Essential Functions:**

- I. Supports students in working to their full academic and personal potential
  - Teaches one Upper School class.
  - Serves as an advisor, as needed.
  - Manages Medical Leaves, Long Term Absences, and Re-entry Plans.
  - Manages Student Resource Center (SRC).
  - Manages Concussion Protocols and Student Re-entry.
  - Coordinates Students of Concern Reports and 3@3 meetings.
  - Coordinates Academic incompletes and extensions.
  - Coordinates 12th Grade 2nd Semester academic requirements with the Grade 12 Dean of Students.
  - Oversees Academic Restriction Meetings and Communications
  - Oversees, organizes, and coordinates the distribution of awards.
  
- II. Builds an Inspiring and Inclusive Student Community through:
  - A) Admission and Upper School Transitions
    - Interviews prospective students.
    - Meets with prospective families when needed.
    - Serves on the Admissions Committee.
    - Attends Admissions and retention events.
    - Onboarding of new Upper School students and families
    - Leads Key Transition Events:
      - 8th Grade Visit Day
      - Information Sessions for and communication with new families
      - SLT Summer Retreat
      - Fast Start Programming
      - 9th Grade Orientation
  
- III. Nurture students' knowledge of themselves and their world and make the most of this unique educational environment through programming including:
  - Clubs & Activities
  - Student leadership protocols
  - Outward Bound Senior Leadership Program
  - Student Leadership Teams
  - Other programming as determined by the Head of Upper School
  
- IV. Works collaboratively with the Upper School Head on all school matters.

**Qualifications:**

- Demonstrated leadership experience; administrative experience preferred.
- Experience teaching and working with upper school students.
- Extraordinary ability to react and adjust quickly to changing conditions and develop practical ideas for dealing with them.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for diversity, inclusivity, and multiculturalism issues.
- Experience handling a wide variety of conflict situations professionally.
- Track record of success working with others in a results-driven, task-oriented collaboration.
- Outstanding communication skills.

**Physical Requirements and Work Environment**

- Must be able to work effectively in a demanding environment where deadlines, unexpected student issues, and varying challenges compete for one's attention.
- Able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Able to move around a classroom and other school environments.

**Application Procedure**

Interested candidates, please **email** a cover letter, resume, statement of education philosophy, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

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