

The Bolles School Job Description

Position Title:	Associate Head of School
Reports To:	President, Head of School
Campus:	San Jose Upper School / Multi Campus
FLSA Classification:	Exempt
This position will commence:	July 1st for the 2024-2025 Academic Year
Best Apply Date:	March 31, 2024

Founded in 1933, The Bolles School is a premier independent day and boarding school in Northeast Florida, renowned for its commitment to excellence in education. With a philosophy of All Things Possible™, Bolles encourages students to identify their strengths and excel in them throughout their educational journey. The school's motto, 'pursuing excellence through integrity, courage, and compassion,' reflects its core values. Bolles employs over 400 dedicated faculty, staff, coaches, and administrators, serving more than 1,700 students across four campuses from Pre-K through Grade 12. The school's rich history, tradition, and achievements are mirrored in its hiring practices, fostering a professional and respectful environment that is well-regarded in the independent school community.

The Bolles School searches worldwide for faculty & staff who demonstrate experience in their field of study.

Purpose: The Associate Head of School at The Bolles School is a key leadership position responsible for overseeing academics, athletics, and fine arts across four campuses. This role works closely with the Head of School, campus heads, and directors to ensure excellence in the school's offerings. The Associate Head of School plays a crucial role in guiding the school's strategic direction, nurturing a positive and inclusive culture, and providing students with a comprehensive and high-quality education. **This position comes with optional on-campus housing.**

Essential Functions:

- Support the Head of School in developing and implementing the school's strategic plan.
- Provide leadership and support to campus heads and directors Fine & Performing Arts, Resident Life, Diversity, Equity & Inclusion, Global Learning & Engagement, and Innovation & Applied Technology, ensuring alignment with the school's mission and goals.
- Contribute to policy and decision-making processes as a vital member of the senior leadership and administrative teams.
- Maintain a visible presence throughout the school and keep the Head of School informed of programs, activities, challenges, and opportunities.
- Collaborate with campus heads, faculty, and program directors to foster curriculum development, innovative teaching practices, and professional growth.
- Monitor and support student progress in academics, athletics, and fine arts.
- Manage budgets for academics and fine arts with the finance department, ensuring fiscal responsibility and sustainability.
- Build strong relationships with parents, alumni, and the broader community to enhance the school's reputation and partnerships.

- Promote the school's values and achievements at external events, conferences, and professional organizations.
- Lead initiatives and events that build community and promote inclusivity among students, staff, and families.
- Oversee the grading and reporting standards used by faculty and ensure the maintenance of student academic records.
- Ensure the creation, maintenance, and distribution of student/parent and faculty handbooks.
- Support campus heads and HR in awarding honors and recognition to students and faculty.
- Consult with teachers on classroom management, teaching methods, and general school procedures.
- Participate in admission and financial aid committees to evaluate applicants and their financial needs.
- Lead school-wide professional development, including organizing all-school PD days and planning schedules.
- Co-chair the school's reaccreditation process and chair the Academic Council.
- Manage the Leadership Development Program and the Ottenstroer Excellence in Teaching grant process.
- Collaborate with HR and Campus Heads in onboarding new employees, overseeing faculty mentoring, and managing the hiring process to attract and retain top talent.
- Coordinate the development of the academic calendar.
- Work with Campus Heads in managing student discipline.

Qualifications/Requirements:

- A Bachelor's degree is required, with a Master's degree preferred, in Education, Administration, or a related field.
- At least 5 years of experience in educational leadership, preferably in an independent school setting.
- Strong leadership and communication skills with the ability to inspire and motivate diverse teams.
- In-depth knowledge of curriculum development, instructional practices, and program management in academics, and fine arts.
- Experience in strategic planning, budget management, and community engagement.
- Commitment to creating an inclusive, diverse, and innovative learning environment.
- Experience with non-profits and/or independent schools is a plus.
- Willingness to travel as needed to represent the school.

General:

- Demonstrate and actively support the School's Mission.
- Reflect positively on The Bolles School in all actions.
- Work effectively with all school personnel, families, and the larger business and educational community.
- Perform other duties as requested.