Upper School Head

Job Title: Upper School Head
Department: Academic Affairs
Reports To: Head of School and Associate Head for Academic Affairs
FLSA Status: Exempt
Position Status: Staff, Full-Time, Twelve Month, Benefited

Employment Opportunity:

Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,825 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PD is recognized as one of The Charlotte Observer’s “Top Workplaces 2023”, “Top Workplaces 2022”, “Top Workplaces 2019”, as well as, “Top Workplaces 2018”. This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PD is recognized as one of greater Charlotte’s 2018 and 2019 Healthiest Employers by the Charlotte Business Journal. This award demonstrates the school’s commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a full-time position beginning in July 2024.
The Upper School Head holds the central position in managing the Upper School's environment by maintaining and improving optimum learning conditions. The Upper School (US) Head has the responsibility for the Upper School's academic and extra-curricular programs with the exception of athletics, and has the major responsibility for instruction, which includes teacher supervision and evaluations. The role is specifically responsible for the scheduling and daily academic supervision of the respective division. The Upper School Head reports directly to the Head of School and/or the Associate Head for Academic Affairs.

**Essential Duties and Responsibilities**

**Mission and Leadership**

- Maintain congruence between the school's board-approved mission statement and all activities of the division.
- Be a visible presence in all areas of the school.
- Advocate for the division while working collaboratively within the school’s leadership team to establish and execute broader institutional goals.
- Make recommendations to the Head of School regarding hiring and retention, and the assignment of faculty.
- Keep the Head of School informed of the general programs, activities, and concerns of the division.
- Support the mission, vision, and core values of the school.
- Promote a school climate that is safe, supports learning, and emphasizes character development.
- Develop close, meaningful relationships with families and actively seek resolution of routine and unique problems as they arise.
- Communicate proactively with students, parents, faculty, and staff.
- Ensure a smooth student and family transition between divisions.
- Further develop the school’s positive engagement with parents.
- Commit to being visible and accessible to all, including faculty, staff, students, parents, alumni, and visitors to campus.
- Meet and coordinate with other division heads on a regular basis to ensure mission clarity and consistency across divisions.
- Co-create, support, and implement a vision for the division that speaks to the school’s overall mission and vision.

**Operational**

- Act as the educational leader of the school division, responsible for its day-to-day operation.
• Ensure compliance with legal requirements of government regulations and agencies, and maintain the educational standards established by the state and by those agencies that examine and accredit the school.
• Maintain a comprehensive calendar of school events and keep the entire school community informed of various school programs and activities.
• Oversee the coordination of the co-curricular and extra-curricular activity programs, including the planning and the presentation of upper school school assemblies and programs.
• Support the budgeting process by determining and monitoring the division budget.
• Plan and manage the divisional budget, approve all purchases and any allocations required to meet the needs of the division, and work with the Accounting and Finance Office to ensure proper facilities provisions.

Curriculum and Teaching and Learning
• Be knowledgeable and able to articulate advances and trends in teaching-learning and education.
• Review and evaluate the academic programs, including horizontal and vertical curricular flow.
• Lead the academic policies and curriculum committee in the articulation of the school mission, school goals, department goals, course objectives, materials, methods, and means of assessment.
• Engage with research and innovation about the future of education.

Faculty
• Observe, supervise, and evaluate the faculty.
• Assists Department Chairs and Head of School in the hiring and evaluation of teachers. Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
• Ensure that teachers are familiar with and adhere to school policies in all areas of the school's operation.
• Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and the recognition of individual differences and the special abilities and strengths of each teacher.
• Conduct regular meetings with faculty that address routine school matters and explore issues of educational and philosophical interest and concern.
• Coach faculty through observation, evaluation, growth goals, and opportunities for professional development.
• Foster a professional, respectful, and appreciative environment that values the contributions of all team members.
• Build trusting relationships with faculty and staff, identifying their needs and strengths, and supporting their work.
• Supervise specialist teachers who teach across multiple grades and divisions.

Students
• Center the best interests of students in every decision and interaction and enjoy working with students
• Be aware of the educational, physical, social, and psychological needs of the school community and develop plans for meeting those needs.
• Maintain complete academic and attendance records on all students.
• Oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.
• Establish guidelines for proper student conduct.
• Observe and evaluate individual students displaying academic difficulties and collaborate with the Student Services Department to assess their learning strengths and challenges.
• Collaborate with Student Services to promote an integrated approach to learning support.
• Become immersed in student life and get to know students well.
• Follow child safety and reporting requirements of the State and the School in the case of suspected child abuse or neglect.
• Review class placement at the end of the year to maintain healthy and balanced classrooms.
• Possess a deep understanding of human development, including a particularly strong understanding of their intellectual, social, emotional, and physical development.

Admissions
• Collaborate with the enrollment management team on admissions and retention of mission appropriate students.
• Ability to share the school's philosophy and practice with prospective families.

Other Duties or Responsibilities
• Perform other duties as assigned by the Head of School.
• Serve on the administrative team, and the admission committee.
• Regularly attend conferences and other professional development events to remain current with industry trends and best practices.
• Facilitate parent education programs.
• Work with the Advancement team on areas of fundraising that directly impact the division.
• Work collaboratively with the auxiliary program coordinator for the curricular and extra-curricular activity programs of the division.
• Assist in the planning and the presentation of school assemblies and programs.
• Attend appropriate school functions, including evening and weekend events.

Common Qualification Requirements
• Master’s degree in education or school administration
• 5 – 10 years’ experience as a lead teacher (including teaching experience in the division)
• 2 – 5 years’ experience as an administrative leader, preferably in independent schools
• Possess a strong understanding of the developmental needs of high school aged students
• Proven success working collaboratively in educational leadership

Sample Skill Requirements
• Dynamic instructional leader with a solid understanding of the developmental and curricular needs of students of the division
• Outstanding leadership skills
• Exceptional written and oral communication skills
• Excellent organizational and presentation skills
• Strategic thinker and empathetic problem solver
• Comfort and confidence in asking questions and seeking support
• Does not avoid making decisions to sidestep conflict
• An approachable, empathetic, and down-to-earth disposition, with a healthy balance of humility and confidence
• Experience coaching teachers
• Meet everyday stress with emotional stability, objectivity, and optimism
• Ability to respond thoughtfully and decisively to the diverse needs of faculty, students, and their families
• Possess qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
• Proven ability to work and communicate well with adolescents and their parents
• Collaborative and relational style built on active solicitation of input and excellent listening skills
• Knowledge of and commitment to equity, inclusion and belonging practices
• Ability to problem solve, build consensus, and work in collaborative partnerships across all constituent groups
• Comfortable using and learning new or best-practice technology
• Uphold professional standards of personal presentation, punctuality, professional courtesy, and discretion
• Model a growth mindset and comfort with change
• Inspire and motivate others
• Value and respect students in the developmental ages and stages present in the division
• Positive outlook on life with a good sense of humor
• Ability to set clear priorities and define an appropriate pace of change that balances progress and innovation with reflection and sensitivity to the community
• A track record of leading, developing, and implementing innovative educational ideas
• A deep appreciation and passion for education, particularly in an independent school environment
• History of building a warm and supportive culture as well as inspiring students and faculty to practice a growth mindset
• Excellent project management skills and the ability to manage multiple initiatives.
• Capacity for strategic thinking with the ability to look to the future, anticipate needs, develop new initiatives, and implement short- and long-term plans
• Physical Requirements: Daily desk work including significant amounts of telephone and computer time; as part of daily routines, moving around a large campus with uneven pavement and managing stairs; frequent walking inside and outside as part of general job duties and responding to students and/or incidents.

Application Process: Applicants should submit the following requested Documents.

• Cover letter indicating the candidate’s particular interest, qualifications, experience, and how they are a fit for this position
• Current resume or CV
• Statement of educational philosophy
• Personal statement about your leadership philosophy and style
• 3 references
• Transcripts

Materials should be sent to the provided email address.

PDS.UpperSchoolHead@providenceday.org
This position is open until filled. Providence Day School is an equal opportunity employer (EOE).