



MAYFIELD SENIOR SCHOOL  
*of the Holy Child Jesus*

## Assistant Head of School

Mayfield Senior School of the Holy Child Jesus is an independent Catholic girls' high school nestled in one of Pasadena's most beautiful historic neighborhoods. With a school campus anchored by an elegant mansion, Mayfield has been thoughtfully renovated and expanded to create spaces to foster community, collaboration, and creativity. With the scenic views of the San Gabriel Mountains as a backdrop, Mayfield offers a beautiful, inspiring, and vibrant learning environment.

Rooted in the educational philosophy of the Society of the Holy Child Jesus, Mayfield is a dynamic learning community. Mayfield embraces a "whole child" approach to learning where students are challenged, guided and supported by expert teachers to reach their fullest potential. At the heart of Mayfield's mission is a commitment to fostering a culture of faith, community, and service. Guided by the motto, "Actions Not Words," Mayfield is an empowering learning community of joy and belonging, where students enact their faith and love by transforming the world with their God-given gifts.

### **Position Overview:**

Mayfield Senior School seeks a strategic, mission-driven Assistant Head of School. The ideal candidate will be an innovative leader with in-depth knowledge and experience in teaching and learning, a proven record of effective and compassionate leadership, and a strong commitment to girls' education.

In partnership with the Head of School, the Assistant Head of School oversees the day-to-day academic operations and helps shape and implement the school's strategic vision. As a highly visible and engaged leader, the Assistant Head collaborates with a skilled faculty to ensure alignment with our Holy Child mission, promote academic innovation, and foster a culture of continuous improvement.

The ideal candidate will be a creative and authentic thought leader who finds joy in collaborating with both teachers and students and fostering a love of learning throughout the community.

## **Key Responsibilities:**

- Educational Leadership & Pedagogical Innovation: Lead the day-to-day academic operation of the school and guide, support, and mentor faculty to create innovative, student-centered learning experiences that reflect best practices and the [Holy Child Goals and Criteria](#).
- Strategic Leadership: Collaborate with the Head of School, faculty, and senior leadership team to design and implement initiatives that drive innovation and excellence across all facets of the school's academic and student life programs.
- Student Experience: Champion programs and practices that deepen student engagement, promote active learning, meet the needs of diverse learners, and cultivate leadership skills. Possess a nuanced understanding of the interconnectedness of academic, athletic, artistic, and co-curricular experiences to create a holistic and transformative education. Demonstrate deep knowledge of best practices in supporting the emotional health and well-being of girls.
- Faculty Development: Hire outstanding faculty and promote a culture of continuous professional growth, mentorship, and collaboration among faculty, while recognizing and leveraging individual strengths. Encourage a culture of reflective practice and intellectual curiosity.
- Community Engagement: Foster a vibrant, inclusive school community reflective of our commitment to our Catholic, Holy Child values. Serve as a visible and approachable leader, building strong relationships with students, families, and faculty to promote a community of respect, inclusion, justice, and belonging.

## **Professional Qualifications and Personal Characteristics:**

- Master's Degree (or higher) in a relevant educational or leadership field; minimum of 8 years in progressively responsible leadership positions, with Catholic independent school leadership preferred.
- Commitment to Holy Child values and fostering an inclusive, joyful school community.
- A strategic thinker with a talent for managing teams and processes to execute complex projects while balancing big-picture vision with attention to detail.
- Positivity, warmth, and enthusiasm for school life paired with confidence, humility, and openness to feedback and new ideas.
- A collaborative leader who values input from others while confidently making and standing by decisions.

- Excellent, transparent communication and interpersonal skills, with enthusiasm for connecting with faculty, students, and families, and the ability to inspire and build relationships with diverse stakeholders.
- Hardworking and energetic, with the ability to maintain high levels of focus and commitment in a dynamic, demanding environment.

**Location:** Mayfield Senior School, Pasadena, CA

**Employment Type:** Full-Time, Exempt

**Salary Range:** \$185,000 - \$210,000 annually, based on experience and qualifications.

**Benefits:** Mayfield Senior School offers a comprehensive benefits package, including medical, dental, and vision insurance, retirement plan options.

**Physical Requirements:** The Assistant Head of School must be able to perform duties that include walking across campus, occasional lifting of up to 25 pounds, and the ability to work at a computer for extended periods.

**Reasonable Accommodations:** Mayfield Senior School is committed to providing reasonable accommodations to enable qualified individuals with disabilities to perform essential job functions. If you need assistance or accommodations due to a disability, please contact our Human Resource Department..

**To Apply:**

Interested candidates should send a cover letter, resume, statement of educational philosophy along with five references to Mayfield's Human Resources Manager: Denise Magallanes ([denise.magallanes@mayfieldsenior.org](mailto:denise.magallanes@mayfieldsenior.org))

*Mayfield Senior School does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices.*