

THE SUMMIT

COUNTRY DAY SCHOOL

Upper School Director Search



July 1, 2025

**Independent, Catholic, Co-educational
Grades Pre-K through 12**



THE SUMMIT

COUNTRY DAY SCHOOL

The Summit Country Day School, an independent, Catholic, co-educational Pre-K through 12 school in Cincinnati, Ohio, is seeking an experienced, energetic, and innovative Upper School Director for July 1, 2025

The Summit's exceptional program prepares students to develop spiritually, academically, physically, socially, and artistically to become leaders of character who reflect the values of the school's founding order, the Sisters of Notre Dame de Namur.

The next Upper School Director will work with a talented and dedicated faculty, staff, and administrative team to execute the dynamic vision embodied in The Summit's most recent strategic plan, providing students with a powerfully well-rounded experience that prepares them for a lifetime of success.

**Ranked by Niche
as the #1 Catholic
high school in Ohio
for seven years
in a row,
"The Summit " has
long been one of
the state's most
highly regarded
independent schools**



The Summit is a place where students are known, loved, and encouraged to discover and reach their full potential. Students with diverse interests, abilities, strengths, and backgrounds find their right level of academic challenge and exciting opportunities to explore, create, lead, and serve.

Mission & Vision



The Summit's mission is to challenge every student, faculty, and staff member to share fully the gifts that have been given to them by God; to grow in grace and wisdom; and to become leaders of character who value and improve the world they inherit.

This mission is reflected in The Five Pillars, which support the very foundation of The Summit's overall program – to develop students ...

- Spiritually
- Academically
- Physically
- Socially
- Artistically

The Summit Country Day School culture is further grounded in the values of its founding order, the Sisters of Notre Dame de Namur:

- We proclaim by our lives even more than by our words that God is good.
- We honor the dignity and sacredness of each person.
- We educate for and act on behalf of justice and care for all creation.
- We commit ourselves to community service.
- We embrace the gift of diversity.
- We create community among those with whom we work and with those we serve.
- We develop holistic learning communities which educate for life.

History

The Summit's story began in 1890, when The Sisters of Notre Dame de Namur opened the Our Lady of Cincinnati School for girls. In 1927, Our Lady of Cincinnati became The Summit Country Day School, and the curriculum expanded to include physical education and a variety of cultural programs. In 1941, The Summit Boys School was established for students in grades one through eight. In 1963, two Sisters of Notre Dame introduced a Montessori program for three-to-five-year-old students. The Summit Primary School opened in 1970 for students in grades one through three, and separate middle schools for boys and girls were established for students in grades four through eight. Boys began attending the Summit Upper School for the first time in 1972, and the school's first coeducational class graduated in 1976. In 1980, a board of trustees independent from the Sisters of Notre Dame de Namur assumed governance and operational responsibilities of the school. The Summit continues today as an independent Catholic school while maintaining its close affiliation with the Sisters.



Upper School by the Numbers

Enrollment:	356
(56% Female, 44% Male)	
Teaching Faculty:	51
Professional Staff	
with Advanced Degrees	80 %
Faculty with 10+ Years of	
Service at The Summit	41 %
Class Size:	16
BIPOC Students:	25 %
College Acceptances:	100 %
Tuition:	
Grades 9 & 10:	\$ 26,990
Grades 11 & 12:	\$ 28,300
Students Receiving	
Academic Scholarships:	35 %
Need-Based Financial Aid:	58 %
Endowment	\$ 50 million

Programs

The 356 students in the Upper School experience opportunities to excel and lead through rigorous academics, competitive athletics, and wide-ranging extracurriculars. In addition to a robust college preparatory curriculum that includes 24 Advanced Placement classes and two ground-breaking Centers for Excellence – the Schiff Family Science Research Institute and the Homan Center for Entrepreneurial Leadership – the Upper School is known for its signature Leaders of Character and advisory programs as well as initiatives in creative problem solving.

For detailed program information, please visit the Summit Country Day School website:
<https://www.summitcds.org/academics/upper-school>

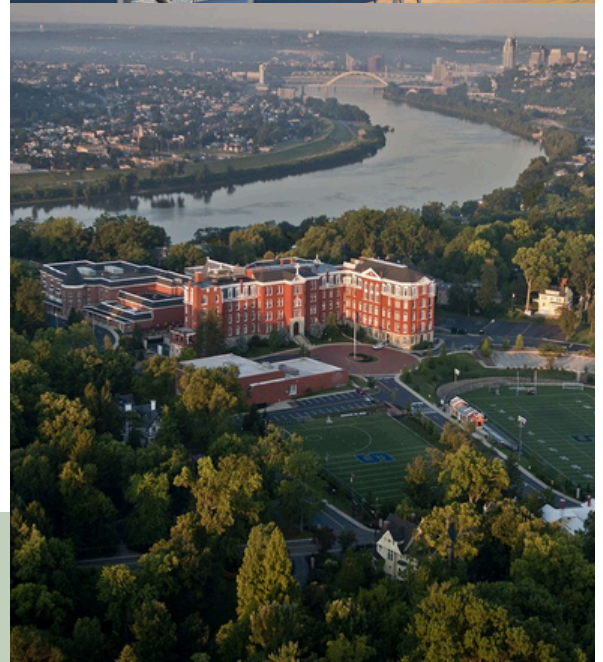
The Opportunity

As a key member of The Summit's Senior Leadership Team and the Educational Team, the Upper School Director will step into a role that is rich in opportunity for creating a vibrant Upper School learning community with clear and compelling expectations for students, faculty, and staff.

Per The Summit's most recently approved Strategic Plan, the Upper School Director will work collaboratively with faculty and staff to thoughtfully transition the traditional Upper School program into one that is more highly interactive, project-based, and focused on student centered action learning without diminishing the academic rigor and success of the existing program.

Some of the Director's most significant opportunities include:

- Inspiring and supporting curricular growth and technological innovation to more fully prepare students to impact our world beyond the classroom
- Refining the administrative structure within the Upper School to best serve both the division and The Summit as an all-school community
- Expanding community, corporate, and university engagement and partnerships to support and further develop Centers of Excellence within the school
- Ensuring that The Summit is the school of choice for educational professionals because of its focus on leadership, wellness, and professional development
- Re-affirming the school's open, welcoming, and respectful invitation to all members of the school community, regardless of faith tradition and culture, to full participation and partnership in the school's mission, commitment to the Five Pillars, and service



Expertise/Experience Sought:

Candidates meeting the following criteria will receive the most serious consideration for this position:

- Previous upper division head or high school principal experience, preferably in a pre-K through 12 environment
- Masters or doctorate degree preferred
- Specific experience in change management, that is, has successfully led a faculty/staff through an innovational shift in school culture, collegiality, and pedagogy
- Knowledgeable and experienced with transitioning a traditional upper school/high school curriculum and pedagogy toward student-centered, project-based learning
- A Catholic in good standing



Qualities Sought:

- A genuine and visible warmth of personality; demonstrates a high level of emotional intelligence
- An expressive and articulate communication style that reflects transparency and accountability, with listening as a foundational value
- A distributive style of leadership that supports, empowers, appreciates, and develops the leadership potential of all colleagues within the school community
- An open-mindedness and collaborative spirit that informs and invites stakeholders throughout the school in engaging in the process of innovation
- A growth mindset appreciating the assets already in place while identifying what additional resources and progress will be necessary for growth
- Comfortable reflecting a strong sense of personal faith and integrity, and serving as a role model for others -- including students and adults -- in the school community

The Search Process

The Summit Country Day School has engaged the national executive search firm Educational Directions to assist with the search. Candidates should submit all materials below as soon as possible, but not before first speaking with one of our search professionals:

Renata Rafferty, Partner
renata.rafferty@edudx.com

Jay Underwood, Partner
jay.underwood@edudx.com

Electronic submission of materials is required. Please send the following materials as ONE consolidated file in PDF format. Reference letters are not requested or required, but if included should be submitted separately from the consolidated file.

INTERESTED AND QUALIFIED CANDIDATES SHOULD SUBMIT THE FOLLOWING:

- Cover letter of interest indicating how your knowledge, qualifications, and experience reflect the needs of The Summit as outlined in this profile
- Complete resume (including chronological employment history and accomplishments in each position)
- Brief personal statement that includes the candidate's vision for leading The Summit's Upper School
- A minimum of five (5) professional references with current email addresses and phone numbers (references will not be contacted without prior consent of candidate)

