



**Position: Head of Upper School**

**Reports to: Assistant Head of School Teaching and Learning**

**Objectives:**

The Oakridge School seeks an inspiring and dynamic educator to lead its Upper School, serving approximately 280 students in grades 9-12, beginning July 1, 2025. The successful candidate will embody servant leadership, modeling a professional and personal commitment to academic excellence, character development, and holistic education. They will guide students, faculty, and families with compassion, integrity, and enthusiasm, fostering a vibrant learning community.

The Head of Upper School at Oakridge will find joy in the growth and potential of adolescents, celebrating their achievements and providing wisdom in the face of inevitable challenges. They will appreciate the dedication of talented faculty and staff, engaging collaboratively to support an enriching academic and co-curricular experience. A strong sense of humor, a collaborative spirit, and the ability to make thoughtful and decisive choices are essential traits for this role.

Reporting directly to the Assistant Head of School Teaching and Learning, the Head of Upper School serves as a key member of the school's senior leadership team, working closely with the Head of School and other division leaders to uphold Oakridge's mission while driving the strategic initiatives of a Pre-K through 12th-grade community. This leader will be responsible for the Upper School's daily operations and its contribution to the larger goals of The Oakridge School.

**Ideal candidates will:**

- Possess significant teaching experience and a master's degree (preferred).
- Demonstrate prior experience in Upper School leadership, though outstanding first-time division leaders will also be considered.
- Exhibit characteristics of integrity, high energy, loyalty, and relentless engagement with all constituents.
- Maintain strong connections with students, faculty, and parents, and demonstrate excellent communication skills.
- Bring a vision for innovation and a deep respect for tradition, balancing both to lead effectively in a dynamic school environment.

The Oakridge School is committed to preparing students for success in college and life by inspiring passion for learning, developing character, and building connections within a diverse and inclusive community. The next Head of Upper School will play an integral role in continuing this tradition of excellence while shaping the future of the division.

**Physical Demands and Environment Factors:**

- Frequent standing, stooping, bending, pulling, and pushing.
- Move small stacks of textbooks, media equipment, desks and other classroom equipment.
- The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, skills required and duties that may be assigned.

**School Mission:**

The Oakridge School's mission is to inspire students to seek their full potential in academics, the arts, and athletics in a challenging and nurturing environment that cultivates social responsibility, mutual respect, and personal integrity.