

Assistant Head of School

Washington Academy | East Machias, Maine

Position Summary

Washington Academy seeks a highly effective and organized Assistant Head of School to support the Associate Head of School and Head of School in leading academic programs, school operations, and student life. This senior leadership role is responsible for ensuring the smooth day-to-day functioning of the school while advancing institutional priorities.

The Assistant Head of School works closely with the Associate Head and Head of School, as well as faculty, staff, students, families, and members of the broader community to maintain high standards, clear communication, and a strong school culture.

Key Responsibilities

Leadership & School Operations

- Support the Associate Head of School and Head of School in the overall leadership and management of the Academy
- Oversee daily operations to ensure an orderly, safe, and effective school environment
- Serve as acting Head of School when needed
- Assist with planning and implementing school-wide initiatives and improvement efforts

Academic Oversight

- Work with the Associate Head of School and Head of School to maintain strong curriculum and instructional practices
- Monitor student academic progress and performance
- Support faculty supervision, evaluation, and professional development
- Promote high standards in teaching and learning

Student Life

- Maintain clear and consistent expectations for student behavior and conduct
- Oversee student discipline processes with a focus on accountability and growth
- Support student activities and leadership opportunities
- Coordinate with residential life programs, where applicable

Faculty & Staff Leadership

- Assist the Associate Head of School and Head of School in recruiting, hiring, and retaining strong faculty and staff
- Support supervision and evaluation systems
- Mentor and support new faculty and staff, including onboarding and ongoing guidance
- Encourage professionalism, accountability, and collaboration among staff

Family & Community Relations

- Serve as a point of contact for families regarding academic and student matters
- Communicate school expectations and updates clearly and consistently

- Build and maintain strong relationships with local community members, organizations, and partners
- Represent the Academy at school and community events
- Support opportunities that connect the school with the surrounding community

Strategic Support

- Support the Associate Head of School and Head of School in admissions, enrollment efforts, and school promotion
- Contribute to long-term planning and institutional priorities
- Support fundraising and advancement efforts as needed

Qualifications

- Master's degree required
- 5–10 years of experience in education, including leadership responsibilities
- Proven ability to manage people, systems, and school operations effectively
- Strong communication, organizational, and problem-solving skills
- Demonstrated attention to detail and ability to follow through on responsibilities

Core Competencies

- **Leadership:** Provides clear direction and follows through on priorities
- **Judgment:** Makes sound, timely decisions in a school setting
- **Organization:** Manages multiple responsibilities effectively
- **Communication:** Communicates clearly with all stakeholders
- **Accountability:** Holds self and others to high standards

About Washington Academy

Washington Academy is an independent secondary school in coastal Maine serving both day and boarding students. The Academy is committed to strong academics, student responsibility, and preparing graduates for success after high school.

Application Process

Interested candidates should submit:

- Application
- Cover letter
- Resume
- List of professional references