Assistant Head of School
Full-Time School Year Position
2021

Our Mission
Bertschi School educates children to become compassionate, confident, and creative learners in a global community.

Our Values
Our community values integrity, inclusiveness, respect, diversity, and a commitment to sustainability.

Our Pedagogy
Bertschi School believes that students learn best when they are
- safe and known in an inclusive community that values diverse perspectives
- supported in developing social-emotional skills
- provided academic choice and challenge at their "just right level"
- engaged in meaningful work
- encouraged to problem solve through inquiry, trial, and error
- empowered to take risks and make change
- given opportunities to collaborate and dialogue with a diverse group of learners

Our Diversity, Equity, and Inclusion Statement
Bertschi School values diversity and believes engaging our differences makes us better and stronger. We welcome and honor the unique contributions of people from all racial, ethnic, religious and socioeconomic backgrounds, gender identities, learning styles, physical abilities, and sexual orientations. Our commitment to equity drives us to be inclusive and diverse in all areas of our school.

Our School
Bertschi School, founded in 1975, is a Washington State approved elementary school. We are a member of the National Association of Independent Schools (NAIS) and accredited by the Northwest Association of Independent Schools (NWAIS). The school serves children from pre-kindergarten through grade five. Bertschi School is an exciting environment where professionals are part of a supportive team dedicated to advancing the school’s mission working alongside an active community. The staff enjoys a salary and benefit package in line with other independent private schools in the Northwest.

Position Summary
The Assistant Head of School promotes the culture of teaching and learning and the commitment to academic excellence at Bertschi School. They ensure that the academic goals and objectives set forth in the school’s strategic plan are met. The Assistant Head of School supervises all aspects of the academic program, including curriculum, instruction, assessment, and teacher evaluation. The Assistant Head of School reports directly to the Head of School, and serves as an active member of the school’s Leadership Team.

The Assistant Head of School is a year-round administrative position.

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Specific responsibilities include but are not limited to the following:

- Oversee the development and implementation of the pre-k through 5th grade curriculum, including all core classrooms, all specialist subjects, and curricula to support the social emotional development of all students
- Lead the school work in ensuring cultural responsiveness is at the forefront of pedagogical practice in partnership with Director of Diversity Equity and Inclusion and the Instructional Coach
- Develop and maintain the scope and sequence of the Bertschi School curriculum in partnership with the Instructional Coach and Division Facilitators
- Manage budgets that relate to the academic program
- Refines a system for assessing student learning in partnership with the Director of Learning Services and Instructional Coach
- Oversee, update, and refine an academic technology plan that facilitates student learning and achievement of academic objectives in partnership with the Director of Technology and Instructional Coach
- Develop a strategy and plan for the professional development of the teaching staff that addresses academic goals and objectives
- Implement and refine faculty observation and growth structures
- Oversee the selection of curricular materials, including academic programs, books, software, teaching tools, and other items necessary for the achievement of the school's academic, social and emotional goals and objectives
- Lead the development and implementation of the annual academic calendar, daily school schedule, and policies/procedures for parents and students
- Advise on all matters related to student learning, student discipline, and communication of student progress in partnership with the Director of Learning Services
- Coordinate the hiring process for academic positions and works in partnership with the Head of School
- Participate in conferences and community outreach to help establish Bertschi School as a community leader
- Perform other duties as assigned by the Head of School

Desired Skills & Qualifications:

- Master’s degree from an accredited university or equivalent educational and/or work experience
- Curriculum leadership required, administrative experience preferred
- Experience working with diverse student and family backgrounds
- Five or more years of elementary school teaching experience
- Deep understanding of independent school management, particularly in the area of instructional practices, culture, and school operations

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strong leadership abilities, including mentoring and coaching, team building, leadership development, goal setting, conflict and change management

- Flexibility and adaptability

Application Process:
No phone calls will be accepted. Interested candidates are invited to complete the Bertschi application form and submit a cover letter and resume to:
Assistant Head of School Search
employment@bertschi.org

For more information about Bertschi School, visit our website at www.bertschi.org

Bertschi School is an equal opportunity employer seeking a more culturally diverse workplace. Bertschi School does not discriminate on the basis of race, color, creed, national or ethnic origin, socio-economic status, gender, sexual orientation, or disability.