The Park School seeks an Upper Division Head to begin July 1, 2020. The Upper Division Head is a member of the School's senior administrative team providing focused, strategic leadership to Park's Upper Division. The Upper Division consists of Grade 5 - 8 serving approximately 240 students and roughly 45 faculty. The Upper Division Head works closely with the Assistant Head of School for Academics and Program and the Lower Division Head to support and strengthen Park's robust PreK-Grade 8 program. In 2020-21, the Upper Division will welcome a number of exciting changes including the inclusion of Grade 5 in the Upper Division, the launch of a new academic schedule, the renovation of new learning and athletic spaces, and the School's structural shift from a three-division model to a two-division model.

Founded in 1888, Park is a leading PreK - Grade 8 independent school located on a 34-acre campus in Brookline, Massachusetts. We are a close-knit community that benefits from a diverse body of approximately 536 students and more than 130 passionate faculty and staff. Our community is distinguished by genuine and warm relationships between students, teachers, and families and by small class sizes at all levels.

Park is committed to being a diverse, metropolitan, co-educational, day school. The School does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, gender identity, and expression, or family composition. Central to our mission is an appreciation of similarities and differences of perspective and the interdependence of all people. As a family school, our community is one in which the dignity of each child, teacher, and parent is respected.

Roles & Responsibilities

- Oversee the day-to-day operation of the Upper Division in support of Upper Division students, faculty, staff, and families
- In partnership with the Assistant Head of School for Academics and Program, lead the implementation of Park's 2018 Strategic Plan as it pertains to the Upper Division
- In partnership with the Assistant Head of School for Academics and Program, manage the hiring process for Upper Division faculty and staff hiring
- In partnership with the Assistant Head of Academics and Program, execute the Upper Division faculty supervision and evaluation process
• In partnership with the Assistant Head of School of Academics & Program and Lower Division Head, coordinate the faculty, staff and administration professional growth and development program
• In partnership with the Assistant Head of School for Academic and Program and Director of Diversity, Equity & Inclusion, ensure that Park's hiring and retention practices foster a culture of equity and inclusion and allow Park to retain an excellent and energized faculty
• In partnership with the Director of Diversity, Equity & Inclusion and Assistant Head for Academics and Program, ensure that Park's Upper Division curriculum demonstrates a purposeful and effective multicultural approach and that Park's Upper Division instructional practices demonstrate the best in culturally responsive teaching
• In partnership with the Lower Division Assistant Head, Lower Division Head, School Counselor, and Psychologist, support and maintain the Upper Division SEL curriculum
• In partnership with Upper Division advisors and faculty, create and sustain an effective approach to student behavior management
• In partnership with the Director of Academic Support and Assistant Head of School for Academics & Program, work to ensure that a range of diverse learners is served by Upper Division curriculum, instruction, and faculty
• In partnership with the Head of School and Director of Marketing & Communications, clearly define and communicate the academic and instructional vision of the Upper Division to internal and external constituency groups
• In partnership with the Secondary School Counseling Office, support students and families as they explore next school options
• Supervise various Upper Division faculty
• Serve on the senior administrative team and the School's emergency response team
• Lead specific initiatives as determined by the Head of School

Qualifications

• An advanced degree and a minimum of five years of administrative experience leading curricular and instructional change
• Experience as a division head preferred
• Demonstrated depth of knowledge and skill regarding student-centered curriculum and pedagogy, applied learning, social-emotional learning, project-based instruction, and competency-based teaching and learning
• Demonstrated dedication to multiculturalism, equity, and inclusion in school settings with a record of accomplishment
• Strategic thinking skills with a record of accomplishment in the implementation of change initiatives within progressive, student-centered schools
• Community building skill set and the capacity and an interest in working with a broad spectrum of professional learners
• Strong leadership and interpersonal skills, allowing one to work effectively with colleagues, parents, and students
• Strong oral and written communication skills, including public speaking
• A desire to work with colleagues, students, and parents in a Pre-K - VIII school environment
● Ability to work collegially with multiple constituencies
● Strong organizational skills
● A good sense of humor
● A growth mindset

Expected Hours of Work

● A full-time exempt position that requires occasional evening and weekend work and requires active engagement in the life of the School community

Travel

● Some out-of-the-area and overnight travel may be required

Application Information

● To apply, visit the posting on our careers page and click apply. Please submit a cover letter, resume, and educational philosophy statement with your application.
● The Park School welcomes candidates who will add to the diversity of our community and who have demonstrated a commitment to diversity, equity, and inclusion in their teaching and learning.
● The Park School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, gender identity and expression or family composition or any other status protected by applicable law in the administration of its employment, education, admission, financial aid, and other policies and programs.