



**Birches School**  
**Head of School**  
Lincoln, MA

The Board of Trustees of Birches School is seeking an experienced, entrepreneurial Head of School to oversee the continued growth of their small, independent, nature-based K-8 school. In just seven short years the school has accomplished what many might have thought impossible—the creation of an extraordinary community offering rigorous, inquiry-based thematic units that cultivate academic and social development. The heart of the school is the partnership between faculty and students. Faculty model and students learn to embody the four pillars of Birches: **curiosity, creativity, empathy, and self-reliance**. The intelligence and dedication of the faculty make Birches the outstanding school that it is today. Birches is searching for a visionary, flexible and energetic Head of School ready to work collaboratively with the faculty and board while bringing innovative ideas to the conversation. The successful candidate will be a good communicator with commitment to building community, not only within the school, but with the Town of Lincoln where Birches has a formal partnership with the Lincoln Land Conservation Trust (the first partnership of this kind in the country).



Birches School is singular in several ways and the next head of Birches will need to be aware of the many unique opportunities at the school. They are small (60 students now in K-8, expecting to grow to 95 students within the next five years). At present there are eight full time teachers and five part time faculty who teach in multi-age classrooms.



**Carney  
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The school also has an after-school program with two teachers. The faculty is engaged and energetic: the faculty is the reason this start-up school, now in its second phase of development, is thriving. Birches opened the doors to a beautiful new building and surrounding property in September 2018 and expects to expand this space over the next five years. Expansion will require additional fundraising and the Head of School should be eager to work with experienced board members in this activity.



The next Head of School, as academic and administrative leader, should bring a demonstrated ability in teaching and administration. He or she will be expected to interact with students and parents to promote community building, and to encourage and inspire faculty in the integrated thematic learning environment. The new head should be committed to the natural world and value innovative education. He or she should be willing to work with and integrate the needs of students, faculty, staff, parents, board, neighborhood, and academic organizations and also have the ability to attract and retain resources, both human and financial. He or she must exhibit understanding of and commitment to the school's mission, which emphasizes teaching nature-based, project-driven thematic units designed to cultivate academic and social development and to encourage students' curiosity, creativity, self-reliance, and empathy.

## POSITION SUMMARY

The Head of School is responsible for ensuring that the school's mission, vision and goals are effectively implemented. The Head of School leads Birches School both internally and externally, and oversees the day-to-day operations, working collaboratively with the board of directors, faculty and staff, students, families, alumni and greater community.

Duties of this position include:

- Serve as the academic and social leader of the school, mentoring, inspiring and encouraging the faculty and providing timely feedback on any problems as they arise;
- Establish a welcoming and collaborative environment so that each faculty member is comfortable approaching the head with questions or issues;
- Foster a positive, transparent and open relationship with the board. Attend board meetings and provide regular updates as requested on fundraising, recruitment, faculty or other relevant topics;



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- Oversee the regular and day-to-day operations of the school, including external and internal communications, greeting families in the morning, scheduling, buildings and grounds, responding to issues as they arise, overseeing school-related special events;
- Serve as external ambassador of Birches School including recruiting new families, interacting with town and community organizations, and responding to inquiries about the unique learning environment;
- Lead the school in the next phase of growth, working with the board, faculty, staff, existing families and the wider community to plan and implement expansion of the building, hiring additional faculty as needed, and attracting new families to Birches from a broader cross-section of our surrounding communities;
- Demonstrate and encourage, together with the faculty, Birches' four pillars of curiosity, creativity, empathy, and self-reliance;
- Perform these duties in a manner consistent with the financial realities of the budget, and assist the board in its fundraising efforts, including identifying and pursuing new revenue sources such as grants, donations and gifts.



**Application process:**

Please send resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and statement of philosophy of education and leadership to John Faubert, [jfaubert@carneysandoe.com](mailto:jfaubert@carneysandoe.com), or Sloane Meyer, [sloane.meyer@carneysandoe.com](mailto:sloane.meyer@carneysandoe.com). Please do not contact the school directly



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