



**Head of Upper School
Bullis School – Potomac, MD
July 2024**

ABOUT THE SCHOOL

Bullis School is an independent, coeducational college preparatory day school of 1,020 students in grades K-12 situated on 102 acres in Potomac, Maryland, just outside Washington, D.C.. Bullis is a community that welcomes new people and ideas, embraces diversity, and shares a common vision for creating a learning environment in which students thrive in their pursuit of self-discovery, broaden their horizons, and ultimately transform our world. We are proud of our culture of growth and innovation and support faculty with ample professional development opportunities that include a commitment to diversity, equity, and inclusion training and education.

To learn more about teaching and learning at Bullis School please [click here](#).



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates
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BULLIS AT A GLANCE

MISSION

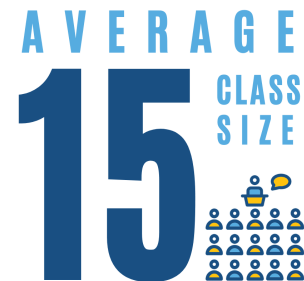
Bullis School provides a rich intellectual experience that inspires students to be critical thinkers, lifelong learners, and impactful global citizens. Our student-centered community embraces diversity, honors integrity, and fosters belonging. Meaningful opportunities in academics, arts, athletics, and service stimulate individual and collective growth and enhance joy.

VISION

Students thrive in their pursuit of self-discovery, broaden their horizons, and ultimately transform our world.

VALUES

Caring -- Challenging — Community



Year Founded	1930
Grades Served	K-12
Total Enrollment	1024
(Lower / Middle / Upper)	(188 / 224 / 612)
Total Faculty and Staff	250
School Mascot	Bulldog



THE OPPORTUNITY

Bullis School seeks an experienced educator and collaborative leader to serve as our next Head of Upper School starting July 1, 2024. As a member of the school's Senior Leadership Team, this key academic leader reports to the Associate Head of School for Teaching & Learning and is responsible for guiding all aspects of the Upper School while providing strong, consistent, and balanced leadership in support of the school's academic vision and institutional strategy. Candidates will demonstrate deep developmental knowledge of this age group and their needs as well as familiarity with current pedagogy and innovative curricular practices.



The Head of Upper School leads a division of approximately 90 faculty and staff members and works with approximately 612 students in grades 9-12. Grounded in a sense of caring and community, Upper School students embrace academic challenges and dive deep into academic, artistic, and athletic endeavors that stimulate individual and collective growth. Students develop as empathetic, solution-oriented young adults who build meaningful relationships, serve others, and help elevate the voices of underrepresented groups.

[Full Opportunity Statement here](#)

HEAD OF UPPER SCHOOL ROLES AND RESPONSIBILITIES

As a member of the school's Senior Leadership Team, this key academic leader reports to the Associate Head of School for Teaching & Learning and is responsible for guiding all aspects of the Upper School while providing strong, consistent, and balanced leadership in support of the school's academic vision and institutional strategy. Candidates will demonstrate deep developmental knowledge of this age group and their needs as well as familiarity with current pedagogy and innovative curricular practices.

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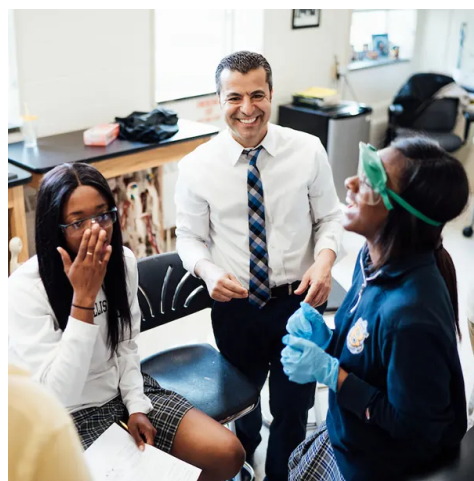
- Maintain congruency between the mission of Bullis School and all activities of the division
- Serve as an inspirational leader who encourages thoughtful and effective educational innovation and collaborative change toward strategic priorities in partnership with the faculty and Senior Leadership Team
- Collaborate with the faculty and Assistant Head of Upper School for Academics to review, develop, and implement an educational program and curricula for Upper School that is engaging, effective, developmentally appropriate, and in keeping with the mission of the school
- Provide a nurturing and joyful environment where students develop as learners and individuals through experiences that stretch and engage them
- Work with counselors, learning support specialists, and other student support faculty to ensure an equitable and accessible academic program for all students and implement programs to further develop the social-emotional health of all students
- Build genuine connections with students, parents, faculty, and administration to maintain a sense of community in the Upper School and throughout the School
- Coordinate the day-to-day operations of the Upper School including implementation of student policies, counseling and conflict resolution, scheduling, and co-curricular activities
- Maintain consistent communication with Upper School families through newsletters and occasional presentations at events



- Conference with families as necessary regarding the academic, social, and emotional progress of individual students
- Supervise, manage, and evaluate the Upper School Assistant Head for Academics, Grade-level Deans, Co-Directors of College Counseling, Dean of Student Life, and Administrative Assistant
- Oversee and support all Upper School faculty by fostering a collegial and nurturing environment grounded in professional excellence, growth, self-reflection, and caring relationships
- Make recommendations to the Head of School regarding the hiring and retention of a diverse, engaged, and expert Upper School faculty in consultation with the Dean of Faculty
- Support and encourage the professional development of all Upper School faculty by providing coaching and access to best practices, ensuring all teachers have opportunities to improve and grow, and celebrating their accomplishments
- Work closely with the Admissions Office in student recruitment, admission, and retention
- Serve as a key ambassador for Upper School with internal and external constituencies

QUALITIES OF THE HEAD OF UPPER SCHOOL

- An appreciation and respect for high school-aged students as learners and people, through challenging and joyful moments alike
- High cultural competency with a demonstrated commitment and knowledge to work with and lead groups of diverse individuals in respectful, equitable, and inclusive ways
- Good cheer and humor balanced by professionalism, decisiveness, and sound judgment
- Deep developmental knowledge of this age group and their needs as well as familiarity with current pedagogy and innovative curricular practices
- Detail-oriented, with the capacity to effectively and efficiently manage multiple tasks and demands on attention
- Compassionate and responsive problem-solver
- Commitment to inspiring and sustaining a culture of excellence with a leadership style that is collaborative, engaging, and relational
- Strong, confident, and clear communicator with exceptional writing and public speaking skills
- Demonstrated interpersonal skills that reflect a growth mindset



EDUCATION AND EXPERIENCE

- Master's degree or higher in education or a related field
- Minimum of five years of teaching experience focused on students in grades 9-12, preferably in an independent school
- Minimum of five years in an academic leadership position
- Demonstrated success in advancing an academic program and developing faculty in an independent school aligned with the strategic goals of the organization

SEARCH PROCESS

After an initial review of applicants, the Search Committee will contact a select group of candidates for interviews. Bullis will invite finalists for a more comprehensive series of interviews with administrators and other school constituents. We will keep applicants informed of their status throughout the process.

What Makes Bullis So Special?

At Bullis, the spirit of joyfulness and connection that permeates our campus and community sets us apart. This spirit inspires our students to thrive academically in an environment that offers a demanding curriculum that challenges students to think critically. It also inspires our faculty, who champion student growth, accomplishment, and well-being.



TO APPLY

Interested and qualified candidates should submit electronically, and as separate documents, the following materials:

1. *Cover letter stating interest in and qualifications for the position*
2. *Personal statement*
3. *Current resume, including phone number and email address*

To John Faubert (jfaubert@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com).

Please do not contact the school directly.



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