

ASSISTANT HEAD OF SCHOOL SEARCH

COLORADO ACADEMY

Denver, Colorado

coloradoacademy.org

Start Date: July 2024



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Creating curious, kind, courageous, and adventurous learners and leaders.

Values

1. We foster courage: exploring new challenges in academics, athletics, the arts, and experiential learning.
2. We nurture curiosity: the foundation of lifelong, creative discovery.
3. We choose kindness: engaging graciously in an inclusive, joyful community.
4. We encourage understanding: listening to others and acting ethically, with integrity and respect.
5. We embrace inclusivity: working through education to create empathy and compassion.
6. We promote habits of health, both physically and mentally, strengthening resilience and confidence.
7. We believe in a dynamic response to the needs of an ever-changing world.
8. We inspire thoughtful individuals who are ready to transform the future.

At a Glance



Established
1906



Enrollment
1,038



Total Faculty
130



Student-faculty ratio
9:1



Students of color
32%



Financial aid awarded
\$5M



Faculty with advanced degrees
74%



Campus size
94 acres

Faculty of color: 26%
Average class size: 15
Students receiving aid: 18.4%
Endowment: \$35M

Annual operating budget: \$41M
Innovation labs/maker spaces: 3
Interscholastic sports: 19



Overview

Situated on a stunning campus at the foot of the Rockies, Colorado Academy (CA) is an independent day school in southwest Denver serving 1,038 students from across the Denver metropolitan area. CA is one of only a few independent schools in the Denver metro area with a Pre-Kindergarten through Grade 12 configuration, a key element of the school's identity and ethos.

Bringing students and families from nearly 80 zip codes across the city together on a single campus, the school teems with excitement, activity, and a love for learning. Rich in both tradition and the spirit of innovation, CA offers a college preparatory curriculum with an emphasis on skills such as critical thinking and problem solving, communication, collaboration, creativity, cultural competence, and character development, along with artistic and athletic training that rivals specialty schools. Colorado Academy's mission statement and values speak to commitments to nurturing young people who are both kind and courageous, and these qualities are readily apparent across campus. CA is also known as the birthplace of Outward Bound in the U.S., evidence of which is found in CA's signature Outdoor Program, its Travel and Exchange program, and annual Interim adventures which provide experiences for students of all ages.

A comprehensive Strategic Plan was shared with the community at the close of the 2021-22 school year and focuses on four priorities: 1) enhancing the student experience; 2) supporting instructional excellence; 3) making strategic investments in campus facilities; and 4) improving financial stability. In practice, the work ahead will include making even more room for curiosity-driven, immersive learning experiences and signature programs. The plan also calls for continued comprehensive support of CA's excellent faculty, through robust professional development, including opportunities for enhanced mentoring and coaching.



The Position

Colorado Academy seeks an experienced educational leader as its inaugural Assistant Head of School to start in July 2024. Because this is a new role, the incoming Assistant Head will have the opportunity to shape the role in close partnership with Head of School Dr. Mike Davis. As a critical member of the senior leadership team and thought partner to the Head, the Assistant Head will lead a variety of academic and strategic projects and oversee critical areas of school life, particularly those with a PreK-12 scope. Direct reports are likely to include the Director of College Counseling, Director of Library Services, Director of Technology, Director of Community and Culture, Director of Athletics, Director of Visual and Performing Arts, Director of Nursing, Director of Student Health and Wellness, Director of Experiential Education, Director of Global Travel, and the Horizon Executive Director. This is an exceptional opportunity to work alongside a strategic and dynamic Head of School and a highly functioning, fun, and engaged senior leadership team in one of the most beautiful cities in the country.

Core Responsibilities

The Assistant Head plays a central role in the School's leadership and daily administration. In collaboration with the Head of School, principals, and other senior administrators, the Assistant Head of School will shape the day-to-day implementation of Colorado Academy's philosophy, long-term planning, and strategic initiatives to advance the School's mission and achieve operational, curricular, and co-curricular goals. Because this is a new role, the specific job responsibilities will evolve based on the particular strengths of the appointee but are likely to include:



- Serving as a key thought partner to the Head of School and participating as a collaborative and engaged member of the Leadership Team;
- Conveying and supporting the School's vision, mission, and strategic plan to both internal and external audiences;
- Developing and refining an emerging coaching model for faculty growth;
- Creating effective cross-divisional collaborations to advance equity across all aspects of the Colorado Academy educational experience;
- Coordinating cross-divisional professional development programs;
- In partnership with the principals and other administrators, establishing the academic calendar and master schedule;
- In partnership with the principals and Human Resources, recruiting, hiring, and developing faculty;
- Maintaining a strong presence in all areas of the School, keeping the Head informed of the general programs, activities, challenges, and opportunities of the School;
- Staffing relevant committees of the Colorado Academy Board of Trustees.
- Serving as a thought leader within the Colorado Academy community and nationally, sharing expertise and best practices, speaking and presenting on CA initiatives, and helping to elevate the visibility of CA successes; and
- As necessary, representing the Head of School at internal and external meetings, presentations, and committees.

Qualifications and Personal Attributes

The Assistant Head will bring an impressive record as an educator and a community builder who has previously served in roles of considerable responsibility. The most competitive candidates will offer most or all of the following qualifications and qualities:



Professional Qualifications:

- Nuanced understanding of the academic, student life, and operations dimensions of an independent school;
- Deep knowledge of current best practices and innovation in curriculum, pedagogy, and student life;
- Documented history of transforming organizational culture in a sustainable manner, contributing to a welcoming and inclusive community;
- Personal and professional commitment to diversity, equity, and inclusion and the requisite skillfulness to support student and faculty growth in this area and to facilitate critical conversations in the design of more inclusive curriculum and programs;
- Exceptional interpersonal skills and the ability to communicate with inspiration and clarity across a wide range of audiences; and
- An advanced degree and evidence of a commitment to lifelong learning.

Leadership Style and Personal Qualities

- Motivated, energetic, and collaborative colleague, who takes joy in team success;
- Commitment to hard work and creative problem solving while demonstrating humility and a commitment to personal growth and learning from and with one's colleagues;
- A style grounded in principles and relationships;
- A history of thoughtful innovation moderated by a skillful and sensitive approach to change; and
- The confidence and humility to advocate for new ideas, invite disagreement, and welcome feedback, engaging in challenging conversations with grace.

Learn More

Click on the links below to learn more about Colorado Academy.

[School Website](#)

[Culture and Inclusivity](#)

[Signature Programs](#)

[Strategic Plan](#)

[About Denver, Colorado](#)



To Apply

Review of candidate materials will begin immediately. Interested candidates are asked to submit the following materials as **separate PDF documents**:

- A cover letter expressing their interest in this particular position
- A current résumé

As the process moves forward, selected candidates may be asked to submit:

- Responses to writing prompts specific to this search
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)

Candidates are invited to contact the consultants in confidence and to submit a résumé and cover letter to:

Marsha Little

Senior Consultant

marsha.little@carneysandoe.com

Burke Zalosh

Consultant

burke.zalosh@carneysandoe.com

The full-time equivalent salary range for this position is \$225-\$250K. The starting salary is based upon, but not limited to, several factors that include years of experience.