Convent & Stuart Hall, Schools of the Sacred Heart
San Francisco, California
K-8 Division Head, Stuart Hall for Boys
Start Date: July 2019
WWW.SACREDSF.ORG

Carney Sandoe & Associates
**OVERVIEW**

Convent & Stuart Hall, Schools of the Sacred Heart San Francisco is an independent K-12 preparatory school in San Francisco rooted in the Sacred Heart tradition of Catholic education within a uniquely single-sex and coeducational environment. Convent & Stuart Hall is comprised of four distinct divisions: Convent Elementary School and Convent of the Sacred Heart High School, founded in 1887; Stuart Hall School for Boys, founded in 1956; and Stuart Hall High School, founded in 2000.

Convent & Stuart Hall seek a division head to lead Stuart Hall School for Boys, effective July 1, 2019. The division head will join a strong leadership team which includes the heads of the other three divisions and President Ann Marie Krejcarek. This is an exciting opportunity for an educational leader who thrives in a collaborative and forward-looking environment, understands the rich educational potential of the hybrid single-sex and co-ed environment, and welcomes active mentoring and opportunities to grow as a leader.

**SCHOOL HISTORY**

Founded in the spirit of transformation and as a counterweight to the revolutionary upheaval of France in 1789, Schools of the Sacred Heart was established in 1800 by Madeleine Sophie Barat with a mission to educate young women to effect broad-reaching social change. Providing education as a global imperative remains at the core of the school to this day.

Schools of the Sacred Heart San Francisco was founded in 1887 and is one of more than 150 Sacred Heart schools and colleges in 45 countries around the world, each with its own educational model while embracing unifying goals and criteria.
**THE SCHOOL**

Stuart Hall’s boy-centered environment allows students to express the full range of what boyhood means, and not a stunted stereotypical version. The program is designed to meet all of their needs, including the opportunity to interact and work directly with girls beginning in kindergarten. In addition to academics, an attention to community fosters positive communication skills, an appreciation for different perspectives, and a connection to self and others.

Convent & Stuart Hall is accredited by the California Association of Independent Schools (CAIS), Western Association of Schools and Colleges (WASC), Western Catholic Educational Association (WCEA), and Sacred Heart Commission on Goals (SHCOG).

**ACADEMICS**

**Lower Form**

Stuart Hall Lower Form lays an extensive academic and personal foundation for boys through a curriculum that fosters collaborative relationships, intellectual curiosity, and a love of learning. Younger students have ample opportunities to learn through discovery and exploration and are taught to apply knowledge in a variety of contexts. They are inventors, problem solvers, and researchers who think outside themselves and learn to make a positive impact on the world. An emphasis on empathy and community nurtures active, informed, responsible citizens who will have a positive impact locally, nationally, and globally.
Lower Form offers an Enrichment Program that emphasizes advanced, conceptually-challenging, and complex content in the classroom environment and in tailored, small-group instruction. The Enrichment Program Team collaborates with teachers to develop, implement, and effectively manage curricular experiences for students with documented levels of learning who would benefit from an accelerated pace in the areas of mathematics and language and literature.

In order to support all learners, Stuart Hall relies on its Educational Resource Team, which meets weekly to discuss the individual strengths and challenges of each student. The team also discusses students in the context of any diagnosed learning differences, and takes a proactive approach to identify specific needs, monitor progress, and facilitate student growth.

Middle Form
The Middle Form program guides boys by nurturing their capacity for self-reliance, self-advocacy, and self-discipline in an environment that values equally the development of mind, heart, and body. Adolescence is a time of growth, curiosity, and new challenges, so the curriculum combines a focus on foundational principles with the expectation that students pursue their unique interests in independently conceived projects. The extracurricular programs provide opportunities for learning outside of the curriculum, and boys develop a balance between academics, athletics, and the arts.

The advisory program is a central component to the Middle Form students’ success. Each student is assigned a carefully chosen faculty member to help guide his academic career and personal development during the Middle Form years. The advisory program provides boys with personalized assistance, a forum to share their ideas and experiences, and an authentic opportunity to learn from their peers.
Digital Literacy & Design
In service of Digital Literacy & Design, the school’s ePack 1:1 initiative provides daily access to a wide range of digital tools. K-2 students have shared classroom equipment, all students in grades 3-8 are provided their own dedicated digital device, and high school students bring their own self-chosen devices to naturally and seamlessly integrate DLD practices throughout the curriculum. The evolving study and implementation of technology ensures that students learn to use digital tools to support academic excellence and personal growth; the use of computers, tablets, robots, multimedia, and 3D printers appropriately and effectively supports student learning across the curriculum. Acquiring fluency in the language of computer programming, coding, and scripting, students communicate with and manipulate digital technology. The school’s Educational Innovation Coordinators work directly with the K-12 faculty to infuse digital skills and computational thinking throughout the curriculum.

Great Texts Canon
Convent & Stuart Hall believes that reading widely and rigorously across the curriculum is the pathway to critical thinking and the development of the intellectual and reflective self. The Great Texts Canon invites students to think critically, flexibly, and passionately as engaged citizens of the world. The texts that guide this engagement are multi-genre, canonical, classic, historical, controversial, fantastical, and more. The comprehensive and flexible Grade 4-12 reading list engages topics that build a critical and varied perspective of the events, ideas, thoughts, and emotions of centuries of human experience. As one school within a global network of schools, the selected texts represent many cultures and illuminate the human experience from multiple vantage points.
ArTS And ATHeTICS

Throughout their K-12 arts training, Convent & Stuart Hall students become socially aware, historically grounded, creative practitioners.

Beginning in kindergarten, Stuart Hall students learn the fundamentals of musical instruments and voice. Starting in fifth grade, the school offers an elective instrumental music program, providing comprehensive instruction in wind, brass, and percussion instruments. Student musicians learn to read music, employ music terminology, comprehend theory, and play diverse styles from classical to world music. Students who are proficient in note-reading are invited to join the all-school orchestra.

The Visual Art Department develops Stuart Hall students’ creative potential, encouraging them to be versatile, resourceful, and reflective while preparing them to be future artists, designers, and problem solvers. The Visual Art Department is committed to serving a generalist curriculum that encompasses the fundamental disciplines and resources of the visual arts. This curriculum lends to the acquisition of communication skills, the development of critical perspective, and the ability to work with a variety of materials and art medias.

The Convent & Stuart Hall Middle Form divisions each offer six competitive team sports beginning in fifth grade, as well as several club teams. The student-athletes play in the Catholic Youth Organization (CYO) and the Bay Area Independent Athletic League (BAIAL). Learning a sport, physical fitness, team participation, and fair play are areas of focus. All sports are inclusive — there are no cuts at the Middle Form level. Stuart Hall Middle Form Sports include: basketball, baseball, cross country, golf, lacrosse, and soccer.
School Life

As a Sacred Heart School, Convent & Stuart Hall provides students with the space and tools to explore their personal faith journey. Specifically, the Religion, Theology & Spirituality Department takes deliberate care to curate and develop a curriculum that invites students to access and explore “big questions,” such as God and the meaning of life, in developmentally-appropriate ways. From kindergarten into their high school years, Convent & Stuart Hall students develop a recognition of the complementarity of faith and reason in the personal search for meaning and truth. Students engage a personal and active faith in many ways: through the K-12 chapel program; in community Masses, liturgies and celebrations; in retreat programs; and in “Espacio,” designated moments that allow the community to focus their energy inwards and to develop their capacity for reflection and interiority.

Teaching and learning at Convent & Stuart Hall is not confined within the traditional classroom environment. Students are educated throughout San Francisco, across the nation, and internationally. Authors, scientists, artists, and civic and business leaders deliver aspects of the academic program, complementing in-class learning with authentic experiences. Through travel, service, and artistic and entrepreneurial engagement, students challenge their comfort zone and develop into culturally competent, “globally tested” citizens.

Convent & Stuart Hall has clubs and activities to meet most every curiosity and talent. Students have the opportunity to form new organizations and are encouraged to expand their interests. The clubs may reflect personal pursuits or offer a completely new experience. Most students find themselves participating in more than one club or activity. Opportunities for Lower and Middle Form Stuart Hall students include Student Council, Robotics Club, History Club, Game Club, and Math Olympiad, among others, and can join co-ed clubs such as Global Partners for Stewardship and Eco Team.
CAMPUS

Convent & Stuart Hall schools are housed across two separate sites, which collectively boast modern classrooms, science labs, dedicated art studios, flexible makerspaces, two theaters, two gymnasiums, and three libraries. The Campus also includes the Mary Mardel RSCJ Chapel. The Chapel is named in honor of Mary Mardel, a former teacher, principal, and Director of Schools at Convent & Stuart Hall, who is credited with leading the institution through the transition from operating as a division of the Society of the Sacred Heart to operating as a sophisticated non-profit with its own Board of Trustees.

Stuart Hall K-8 students spend the majority of their time in the recently renovated red-brick Hammond House, a historic home what was originally built in 1905 for a lumber and railroad magnate.

SAN FRANCISCO, CALIFORNIA

San Francisco, in northern California, is a hilly city on the tip of a peninsula surrounded by the Pacific Ocean and San Francisco Bay. It's known for its year-round fog, iconic Golden Gate Bridge, cable cars, and colorful Victorian houses. In the Bay sits Alcatraz Island, site of the notorious former prison. San Francisco has approximately 885,000 residents (2017) and is one of the most densely populated cities in The United States. It is home to The Giants, a Major League Baseball Team, and The 49ers, part of the National Football League. San Francisco also boasts numerous art museums, musicians, and culinary delights.
**OPPORTUNITIES AND CHALLENGES**

In leading a K-8 single-sex division within a K-12 coeducational school, the next division head will find the following challenges and opportunities:

**Embrace the Ampersand.** Convent & Stuart Hall embody richness and complexity: single sex and co-ed; traditional and transformative; spiritual and intellectual; Catholic and open to families of all faiths. The next division head, while leading the Stuart Hall School for Boys, will simultaneously support and celebrate the mission and strategic vision of the overall K-12 institution.

**Work Independently and Interdependently.** While setting the tone and making decisions on behalf of the Stuart Hall School for Boys, the division head will work collaboratively with the other division heads and the president to support strategic initiatives and steward shared resources. With a spirit of collaboration and iteration, the division head will balance championing the needs of the division with keen systemic thinking about how each division informs the work of the others.

**Align the Work of the Division within the K-12 Structure.** After many years to thinking of themselves as separate schools, Convent & Stuart Hall made a commitment to shared standards of excellence within one K-12 institution. The administration and faculty have begun the work of alignment across divisions and more work lies ahead, including assessing where and why the divisions should embrace uniformity and, conversely, where and why unique approaches support the best outcomes for students.

**Extend the Middle Form Curriculum to Stretch the Intellectual Capacities of All Students.** The division head will assess the strength of the curriculum and explore strategies for differentiation to meet the needs of all learners, framing this conversation within the goals of the K-12 curriculum and the shared vision of a graduate of the Schools of the Sacred Heart.

**Articulate the Strengths of the Single-Sex Program and the Unique Offerings for Boys.** The division head will possess expertise in and passion for boys’ education and will communicate persuasively the value proposition of a single sex program for grades K-8 to prospective families while also guiding faculty in their work with boys. The division head should truly enjoy the unique characteristics of boys in grades K-8.

**Embrace the Sacred Heart Culture and Values.** The division head does not need to be Catholic but will possess a spiritual life, hospitality to faith, and the ability to whole heartedly support the goals of Sacred Heart as a Catholic school for families of all faiths: a faith journey; deep respect for intellectual values; social awareness that impels action; and support for personal growth in an atmosphere of wise freedom.

**Embrace a Culture of Continuous Change and Improvement.** The division head will support clear and consistent practices for faculty growth with formative assessment, access to professional development, and a commitment to a strong culture of feedback.
**Desired Qualities and Qualifications**

**Skilled Communicator.** Forthright communication and strong written and verbal skills are key to success in this role. Constituents include K-8 boys, lower and middle school faculty, prospective and current parents, community organizations, division heads, and the president of the school. Outward facing, the division head will enjoy engaging with the community and empathize with parents’ need for communication and reassurance. Candidates should be relational leaders who focus on what is best for kids.

**Advocate for Diversity, Equity, and Inclusion.** The division head will continue the school’s excellent work in reaching out to and welcoming all kinds of families to the school. Approachable, down to earth, and humble, the division head will authentically connect with all families.

**Nimble Leader Who Delights in Thinking with Others.** Open to a spirit of improvisation and possessing a growth mindset, the division head will appreciate and value thought partners and embrace the collaboration that is essential in this job. Candidates should be comfortable with ambiguity in a fast paced and joyful environment.

Professional qualifications:
- Five or more years of teaching experience
- Master’s degree preferred

**To Apply**

Interested candidates can contact the consultant for additional information and a discussion of the position. To be considered, applicants will need to submit (electronically as separate PDF documents) the following materials by January 12, 2019:

- Cover letter expressing interest in the position;
- Current résumé;
- A statement of educational or leadership philosophy;
- List of five references with name, phone number, and email address of each (references will be contacted later in the process and only with candidate permission) to:

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