

CRANBROOK SCHOOLS

Head of Boys Middle School Cranbrook Schools – Bloomfield Hills, MI July 2024

Cranbrook is seeking the Head of the Cranbrook Middle School for Boys (MSB). This position is responsible for the effective operation of the MSB, the development and oversight of curricular and extracurricular programs, and for providing leadership to faculty, staff, parents, students, and other Schools constituents. This individual should demonstrate a deep and thoughtful understanding of the developmental expectations and needs of children within this age group (6th – 8th grade) and be eager to partner closely with the Head of the Middle School for Girls (MSG) to build alignment and cohesion between Cranbrook's two middle schools. With broad oversight of day-to-day operations, the Head of MSB should be an experienced leader in curriculum and instruction. Possessing a strong lens towards developing a positive school climate and culture for students, their families, the faculty, and the staff is critical.

Cranbrook is a PK-12 school with a vibrant boarding component in grades 9-12. The campus also hosts a Graduate Academy of Art, a Science Museum, and an Art Museum, which together comprise the Cranbrook Educational Community. The art and architecture that shape the campus are designed to complement the surrounding natural environment, making for a truly stunning campus. The campus is located about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu, and take an aerial tour of the campus.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

Responsibilities include, but are not limited to:

- Oversight of the day-to-day operations at the Middle School for Boys (MSB).
- Represent and serve as chief spokesperson for the MSB, both within the Cranbrook Educational Community and to the broader public.
- Participate in long-range strategic planning for curriculum, programs, staffing, and facilities for Cranbrook Schools and for the MSB in particular.
- Working in partnership with the Director of Schools, the Assistant Director of Schools, the Head of the Middle School for Girls (MSG), and other senior-level administrators, review and evaluate existing and proposed educational programs, and maintain or improve them, always in accordance with the mission, vision, and values of Cranbrook Schools.
- With the Assistant Director of Schools and Head of the MSG, work to create necessary vertical and horizontal alignment of the curriculum and program between the two middle schools, encouraging and supporting dialogue amongst faculty from the two buildings.
- Hire, develop, evaluate, and retain faculty and staff to attain the curricular and programmatic objectives of the MSB and of Cranbrook Schools more broadly.
- Encourage and facilitate effective communication among the Middle School faculty and staff (across the two buildings), as well as with the Schools, and the broader Cranbrook Community.
- With the Dean of Students and School Counselor, administer student behavioral processes and communicate with families/caregivers. Ensure that responses to student behaviors are thoughtful, developmentally grounded, and anchored in restorative practices so that they foster opportunities for student learning and growth.
- Embrace the Cranbrook Educational Community's mission-driven commitment to inclusion, diversity, equity, and access with the Middle School for Boys.
- Foster a sense of communication, involvement, and support among the families/caregivers of Middle School students. This includes, but is not limited to, hosting one-on-one meetings, and making presentations to parent groups and other committees, as appropriate.



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- Serve on the Schools' Administrative Team, Academic Leadership Group, and Division Heads Group.
- Participate cooperatively, constructively, and creatively within the broader Cranbrook Educational Community to help further the Community's mission, goals, and objectives.
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.

Requirements:

- A Master's degree with a minimum of eight years of successful school administrator experience demonstrating progressive leadership and responsibility.
- Demonstrated ability for long-range strategic planning, and successful curricular and extracurricular development.
- Requires superior written and oral communications, and technological skills, to provide effective leadership to faculty and staff, and to interact effectively with parents and students.
- Proven fiscal and personnel management skills.
- Strong communication and leadership skills with the ability to nurture a diverse and inclusive student and faculty population.
- Requires a valid Michigan Driver's license with a satisfactory driving record.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution.

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

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

To Rice Bryan (rbryan@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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