



BROOKWOOD SCHOOL
Upper School Division Head (Grades 6-8)
July 1, 2019

About Brookwood

Brookwood is a PreK-8 independent school of 350 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast of the North Shore of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Our program focuses on building 21st century skills and graduating students of conscience, character, compassion, and cultural competence. Brookwood also offers a playful, collaborative work environment for 90 faculty and staff who go the extra mile to do what is best for kids.

Position Summary

Brookwood seeks an outstanding educational leader to serve as its next Head of Upper School (Grades 6-8, 145 students). The Head of Upper School oversees all aspects of the division, including the curricular and co-curricular programs, faculty supervision and mentoring, student growth and well being, and daily operations. The position reports to the Head of School, serves as a key member of the senior leadership team, and works closely with faculty, grade level team leaders, department coordinators, division heads, and the Director of



Teaching and Learning. The ideal candidate will have strong teaching experience, a deep knowledge of child development, proven leadership skills, exceptional written/oral communication and presentation skills, and an infectious sense of fun. The candidate will put students' needs at the center of decision-making and will be an inspiration to a high-performing and experienced faculty.



**Carney
Sandoe**
& ASSOCIATES

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Essential Duties and Responsibilities

- Articulate the vision and clear expectations for the Upper School; design and implement initiatives and activities that reflect its identity
- Supervise and support faculty in meeting standards of excellence in teaching and advising
- Help recruit faculty and oversee teaching assignments; orient new faculty and support their transition to the school
- Partner effectively and proactively with parents
- Oversee student discipline based on developmentally appropriate practices and coaching for growth that is consistent with school policies
- Provide effective support to students and families working with student support resources (Learning Skills Department, Consulting Psychologist, Director of Health Services)
- Collaborate with Director of Teaching and Learning and Division Heads to ensure continuity and coherence across grades, including transitions between divisions
- In support of the Director of Teaching and Learning and Department Coordinators, help evaluate, develop and implement curriculum; help oversee student assessment and the process and methods used by faculty to report student progress
- Oversee the advisory program
- Work closely with the Admissions Office to increase recruitment and retention
- Build the yearly divisional academic schedule
- Participate in meaningful student interaction (teaching a class, advising, coaching, supervising a student activity, etc.)



Ideal Experience and Characteristics

The ideal candidate will have a master's degree and at least five years of relevant teaching and/or administrative experience. The candidate will be knowledgeable about educational research and trends and have a deep understanding of best practices for working with students. In addition, the candidate will have experience pursuing issues of diversity and inclusion and fostering a diverse school community. The candidate will be an excellent listener who can synthesize disparate points of view into a coherent, well-organized narrative.

They will have the ability to lead strategic initiatives to completion while anticipating issues and identifying effective solutions, and will be a self-reflective educator who models a growth mindset.

To Apply

Interested candidates should send a resume, cover letter, personal statement, and list of references (as separate documents) to John Faubert, jfaubert@carneysandoe.com, or Katie Jenks, katie.jenks@carneysandoe.com. *Please do not contact the school directly.*



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