

UPPER SCHOOL DIRECTOR (GRADES 6-8) SEARCH

FOOTHILL COUNTRY DAY SCHOOL

Claremont, California

foothillcds.org

Start Date: July 2023



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Foothill Country Day School is a safe, nurturing, and inclusive community. We are united in pursuing intellectual inquiry, academic excellence, integrity, and service to others. We inspire each student to become ambitious, compassionate, and courageous.

At a Glance



Established
1954



Enrollment
430



Upper School enrollment
120



Average Class Size
18



Students of color
74%



Total faculty in the Upper School
20



Campus size
7 acres



Financial aid awarded
\$1M

Faculty of color: 35%

Faculty with advanced degrees: 75%

Students receiving aid: 20%

Endowment: approximately \$3M

Annual operating budget: approximately \$10M

Annual operating budget (Upper School):
approximately \$3M

Mascot: Falcon

Competitive sports teams: 7

Skill-based enrichment classes: 20+



Overview

Nestled in a 7 acre campus with beautiful grounds and impressive facilities, Foothill Country Day School is a diverse and inclusive learning community dedicated to the growth and development of the whole child.

Founded in 1954, Foothill Country Day School is a preschool-grade 8 independent school that builds a foundation of character and academic excellence by meeting children where they are. Foothill's preschool division—named The Seedling School—serves children ages 2 years through Transitional Kindergarten (TK) and annually sends 50% or more of its students to Foothill's Kindergarten. At Foothill, students are known, appropriately challenged, and excited to learn. The school's [Mission and Core Values](#) inspire its community of teachers to pursue continual improvement in practice and program so that each child will develop the ability to read and communicate well, think critically, embrace different perspectives, and act with kindness and courage.

Since the School's founding, personal integrity and hard work to achieve academic excellence have been the hallmarks shared by Foothill students and alumni. Trustee leadership coupled with parent involvement and philanthropy have helped advance the institution and demonstrate the sustained support of the community for Foothill's purpose and presence. With the support of an active and dedicated Board of Trustees, Foothill has grown and prospered under the steady leadership of Head of School Mike Silva since 2011. The school has enjoyed a reputation for preparing its students to excel academically and, more importantly, as persons of character and purpose.

The Position

The Upper School values its strong sense of community and an academic curriculum that emphasizes quality over quantity to encourage critical thinkers and problems solvers. Signature programs include Community Talks, where every Upper School student practices public speaking by addressing the daily morning gathering, called Community, on a topic that reflects the values of FCDS. In addition to studying core subjects, Upper School students take advantage of creative electives like coding, 3D design, and robotics, and all Foothill students learn to juggle as part of the Physical Education program. Co-curricular activities include competitive sports teams, student government, and outdoor education. Service to others and leadership development are nurtured through the strong advisory program.



Foothill Country Day School seeks its next Upper School Director to assume the role in July 2023. Strong candidates will be adept at furthering academic excellence in support of the school's mission and core values. The Upper School Director holds comprehensive responsibility for all curricular and non-curricular activities involving students and faculty in grades 6-8 and is responsible for all aspects of the program and personnel of the Upper School.

Specific opportunities and challenges include:

Lead the Upper School

The Upper School Director shapes the vision for the academic and character development of FCDS students in grades 6-8. Adept at supporting the Upper School team, advocating for the division, delegating responsibility, and developing leadership capacity, the Upper School Director balances the day-to-day demands of running the division with attention to Foothill Country Day's strategic goals. Responsibilities include hiring, onboarding, professional development, and retention of an exceptional faculty. The faculty will be inspired by a leader who is present and supportive, understands the learning outcomes they seek for their students, supports the growth edges of faculty, and celebrates the achievements of students and teachers alike.

Join collaborative leadership team

Members of the leadership team share a strong work ethic, respect for a plurality of voices and experiences, a culture of honest discourse, care and respect for one another, and a desire to continually improve. Members of the leadership team support each other as thought partners, mentors, sounding boards, and collaborators. The next Middle School Director will be comfortable asking questions, seeking support, and responding with equanimity to day-to-day needs while working with the leadership team on long-term strategic goals.

Evaluate use of time

Foothill's mission includes the pursuit of intellectual inquiry and academic excellence. The next Upper School Director will be part of a collaborative reexamination of how time is allocated to best support student-centered inquiry, rich elective and advisory programs, and faculty collaboration.



Refine academic program through the lenses of adolescent development, inclusivity, and belonging
FCDS strives for fidelity between the curriculum and the promises of the mission. The next Upper School Director will bring experience and wisdom around current research and best practices in pedagogy, adolescent social-emotional development, and cultures of belonging for students in grades 6-8. Foothill aspires to develop signature programs for sixth graders to address their very specific needs as they transition toward greater autonomy in the Upper School.

Shepherd the work of diversity, equity, and inclusion

The Upper School Director will meet constituents where they are on their DEI journey, manage nuanced conversations, and join with the leadership team in moving DEI work forward, inviting people to engage in this work from a place of respect and humility. The faculty is currently working on a curriculum review through a DEI lens. All agree there is work to do around DEI, including hiring a more diverse faculty and always striving to create a safe, nurturing, and inclusive community.

Meet students where they are

In light of ever-increasing insights into neurodiversity and the potential to improve learning outcomes through differentiation, the next Upper School Director will assess needs and advocate for resources and strategies to provide both student support and professional development so that teachers understand students' challenges, design effective pedagogical approaches, and collaborate to meet the needs of all Foothill students.

Steward outplacement

The Upper School Director, with support from the Dean of Students and the Upper School faculty, manages the high school placement process. The next Director will continue to educate parents and guide students, centering each step of the process around Foothill's philosophy of finding the right fit high school for each student. The Upper School Director will further relationships with schools to which Foothill students matriculate, which include regional independent schools and boarding schools in California and across the country.



Desired Qualities and Characteristics of the Next Upper School Director

- Deep appreciation of and affection for the joys of working with students in grades 6-8 and the teachers who support them, leading with warmth, a sense of humor, and kindness;
- Strong and confident voice and the ability to participate in and manage spirited debate and discussion;
- A collaborative leadership style built on approachability, responsiveness, and transparency;
- The willingness to balance almost 70 years of history and tradition with a commitment to evolving best practices and openness to new ideas;
- Eagerness to engage actively with students and faculty and willingness to prioritize visibility amidst the demands of a busy professional schedule;
- Personal and professional commitment to diversity, equity, and inclusion work and the requisite skills to support critical conversations in the design of ever more inclusive culture, curriculum, and programs;
- The ability to articulate vision and strategy and the tactical skills necessary to deftly manage the systems and processes necessary to implement strategy;
- Classroom teaching experience and a track record of supporting and developing teaching faculty; and
- Strong interpersonal skills and the ability to communicate with inspiration and clarity.

Learn More

Click on the links below to learn more about Foothill Country Day School.

[School Website](#)

[Parent Testimonials](#)

[School History](#)

[High School and College Matriculation](#)

[Core Values](#)

[About Claremont, California](#)

[Virtual Campus Tour](#)



To Apply

Review of candidate materials will begin immediately. Interested candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A cover letter expressing their interest in this particular position;
- A current resumé.

Selected candidates may also be asked to provide the following:

- Responses to writing prompts, in lieu of a traditional statement of educational philosophy;
- A list of five professional references with name, 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 resume and cover letter to:

Karen Whitaker
Senior Consultant
karen.whitaker@carneysandoe.com

Marsha Little
Search Consultant
marsha.little@carneysandoe.com