

McGehee

LEADING WOMEN

Upper School Head
New Orleans, LA

Louise S. McGehee School (McGehee), a PK-12, college preparatory, nonsectarian, independent girls' day school in New Orleans, Louisiana, is seeking an Upper School Division Head beginning July 2019. Founded in 1912 and located in the historic Garden District, McGehee educates girls in an inclusive and engaging environment. Offered are a broad range of innovative programs in the arts, athletics, and academics designed specifically for girls. Throughout the School, McGehee uses traditional and innovative teaching strategies to challenge students, to foster enthusiasm and to encourage girls to take risks and reach their highest potential. Throughout the school, students are encouraged to explore their passions with a highly qualified and supportive faculty.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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The Upper School Division Head reports to the Head of School and will serve on the senior administrative leadership team. The Upper School Division Head is charged with the comprehensive responsibility of all curricular development and non-curricular activities involving students and faculty in the Upper School to create a dynamic learning environment. The Division Head also oversees the hiring and supervision of instructional and support personnel, the direction of athletics, and student life in the division. The Upper School enrollment is 130 students.

Essential Duties and Responsibilities

The Upper School Division Head will:

- Maintain congruency between the school's board-approved mission statement and all activities of the Upper School.
- Act as the educational leader of the Upper School, responsible for its day-to-day operation.
- Direct the activities of the school's instructional and, in conjunction with the business officer, the non-instructional staff in the performance of their duties.
- Maintain the budget for the Upper School.
- Function as the chief articulator of the Upper School's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consonant with their individual roles.
- Be a visible presence.
- Be knowledgeable and able to articulate advances and trends in pedagogy and education.
- Review and evaluate the academic programs, including for horizontal and vertical curricular flow.
- Lead in the articulation of the school mission, school goals, department goals, course objectives, materials, methods, and means of assessment.
- Observe, supervise, and help evaluate the faculty, including through classroom observation.
- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- Oversee and direct the activities of the department chairs, the sponsors of various student organizations and activities, and faculty committees.
- Provide an orderly, controlled environment in which learning can take place in a school climate that is supportive and reflects high morale.
- Be aware of the educational, physical, social, and psychological needs of the Upper School community, and develop plans for meeting those needs.



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- Ensure compliance with legal requirements of government regulations and agencies, and maintain the educational standards established by the state and by those agencies that examine and accredit the school program.
- Make recommendations to the Head of School regarding the hiring and retention, and the assignment of faculty in the Upper School.
- Establish programs for the in-service training of Upper School teachers, and for the evaluation of classroom teachers.
- Ensure that Upper School teachers are familiar with and adhere to school policies in all areas of the school's operation.
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and the recognition of individual differences and the special abilities and strengths of each teacher.
- Conduct regular meetings with faculty that will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- Support the Dean of Students in the guidance of students.
- Maintain complete academic records on all students.
- Oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement in the Upper School.
- In conjunction with the Dean of Students, establish guidelines for proper student conduct and dress.
- Work toward a resolution of all problems - both routine and unique - as they arise.
- Keep the Head of School informed of the general programs, activities, and problems of the Upper School.
- Assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment.
- Maintain a comprehensive calendar of Upper School events and keep the entire school community informed of various programs and activities.
- Oversee the coordination of the co-curricular and extra-curricular activity programs in the Upper School, including the planning and the presentation of school assemblies and programs.



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Qualifications

- Master's degree
- 5 – 7 years' experience as a lead teacher
- 2 – 3 years' experience as an administrative leader, preferably in independent schools
- Proven success at working collaboratively in educational leadership
- Dynamic instructional leader with a solid understanding of the developmental and curricular needs of Upper School students
- Outstanding leadership skills
- Exceptional written and oral communication skills
- Excellent organizational and presentation skills
- Strategic thinker and empathetic problem solver
- Facility with technology



Application process:

Interested candidates should send resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and statement of philosophy of education and leadership to John Faubert, jfaubert@carneysandoe.com, or Sloane Meyer, sloane.meyer@carneysandoe.com.

Please do not contact the school directly.



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