

ASSOCIATE HEAD OF SCHOOL SEARCH

OREGON EPISCOPAL SCHOOL

Portland, Oregon

oes.edu

Start Date: July 2024



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

At a Glance



Established
1869



Enrollment
884



Financial aid budget
\$3.5 million



Student-teacher ratio
6:1



Students of color
47%



Total Faculty
138



Faculty with advanced degrees
80%



Campus size
59 acres

Boarding students: 55
Faculty of color: 17%
Average class size: 16

Students receiving aid: 20%
Endowment: \$32 million
Annual operating budget: \$35 million



Overview

Established in 1869, Oregon Episcopal School (OES) welcomed its 15th Head of School, The Reverend Michael Spencer, in July of 2023. Michael is an accomplished, relational leader, educator, collaborator, and community builder with nearly three decades of experience in administrative and academic roles at highly regarded independent schools. Building on the strong foundation of OES's previous heads and in collaboration with the school's leadership team, Michael's [current focus](#) is on people and program, centering student well-being, inquiry-based learning, and supporting an inclusive and vibrant community as the School builds a strategic vision for the future. OES seeks an Associate Head of School to partner with Michael and the leadership team on this important work as well as other all-school initiatives. The Associate Head will have significant responsibilities across three divisions serving nearly 900 students, PK-12.

Priorities, Opportunities, and Challenges

The Associate Head of School will be a key thought-partner and collaborator with the Head of School and will join a very experienced and dynamic administrative team, helping to unify and sustain the momentum to build upon the school's many significant strengths – a strong academic program grounded in inquiry-based learning, experiential education, a strong sense of community, and a commitment to equity and inclusion.

Essential responsibilities for the Associate Head include leadership and support for the division heads and department chairs, and responsibility for coordination and implementation of philosophy across divisions including areas of hiring, restorative practice, faculty and student evaluation and coordination and alignment of PK-12 curriculum. The AHOS will also supervise some of the following: athletics, faculty evaluation, professional growth and development, community engagement, educational technology, EC3 design center, experiential education, and after school and summer programs. The former Associate Head left OES last summer, and Michael and the division heads divided up the major responsibilities of the role for the 2023-24 school year. Collectively, they look forward to the arrival of a new Associate Head and have an increased appreciation for the role. Key priorities, opportunities, and challenges for the Associate Head of School will be:



Develop a trusting and collaborative partnership with the Head of School. As Michael gets to know the OES community, establishes his stride as a Head of School, and engages in strategic planning and moving forward with the campus plan, much of his attention will be on the strategic and external aspects of the school. While he will remain deeply involved in overseeing the strategic and operational work, he needs to trust that the day-to-day tactical operations and care of the school will be held by a values-aligned, reliable, and capable partner.

Align curriculum and pedagogy and bring greater cohesion to PK-12 experience across three divisions. Guided by experienced and dedicated leaders, each OES division delivers high quality program within a distinctive community. These divisional strengths and the size of the school can leave the impression that OES is three schools in one. While respecting the individual needs of the divisions, the Associate Head will drive greater cohesion of the overall program, ensuring throughlines within a unified program. The divisions are currently engaged in identifying standards-informed learning outcomes and articulating these across divisions, which will enable all divisions to benchmark student progress and define academic excellence with greater precision. Embedded in this work as well is the opportunity to strengthen the transition experiences as students move through the school.

Consolidate, prioritize, and communicate initiatives. As an ambitious school, OES has launched many initiatives. The Associate Head will help the school focus its energies on the critical priorities by evaluating mission alignment, deploying resources to support priorities, and setting realistic implementation goals based on the capacity of the school community. The ability to articulate priorities across divisions, sustain momentum, and assess outcomes will be fundamental to this work.

Clarify leadership roles and feedback protocols. The Associate Head of School will strengthen leadership capacity across the school by clarifying supervisory roles, providing resources for leadership training, and developing protocols to ensure consistent, timely, constructive feedback that honors the faculty and staff's professionalism and capacity for growth.

Mentor others in systems thinking and institutional mindsets. In collaboration with the Head of School, the Associate Head will be a critical point person in the day-to-day functioning of the school, serving as a key thought-partner to the Head of School and supporting other leaders in making student-centered and mission aligned decisions. The Associate Head will have the capacity to ask generative questions that help others frame solutions or next steps within an institutional framework that elevates collaboration, mutuality, and compromise and fosters curiosity about how a decision in one area of the school affects the whole institution.



Build community. As a thriving community, OES has much to celebrate. Sustained by strong relationships with faculty and staff, students describe being challenged and engaged in academics, athletics, the arts, experiential learning, and service. They build confidence and sense of agency in an environment of high expectations. The Associate Head of School will find joy in being present at performances, games, events, competitions, and gatherings to witness, support, and celebrate the community.

Qualifications and Personal Attributes

The ideal candidate(s) will offer most or all of the following qualifications and qualities:

- Deep appreciation for Oregon Episcopal School's mission, history, and values;
- Experience as a curricular leader, facilitating connections across divisions and departments, particularly in a multi-division school;
- Systems thinker and project manager – capacity to see the big picture and attend to details with high level organizational skill;
- The ability to navigate complexity, in part through effective prioritization, delegation, and management of systems;
- The flexibility and collaborative spirit necessary to partner and compromise with other members of the senior administrative team for the smooth functioning of a cohesive multi-division school;
- Personal and professional commitment to diversity, equity, and inclusion and the requisite skills to support critical conversations in the design of ever more inclusive culture, curriculum, pedagogy, and programs;
- Strong interpersonal communication, especially listening, and relationship building skills;
- An understanding of, and commitment to, supporting the Episcopal identity of the School;
- Ability to make difficult decisions with compassion and appropriate transparency;
- A relational leadership style built on approachability, transparency, and responsiveness;
- Ability to coalesce teams and generate momentum of a group;
- Delegator who can appropriately balance the tension between autonomy and accountability;
- The ability to articulate vision and strategy, the tactical skills necessary to deftly manage the systems and processes necessary to implement strategy, the organizational fluency to manage multiple streams of information and respond to situations as they emerge;
- Experience recruiting, hiring, supporting, retaining, and leading talented, diverse, and mission-aligned faculty and staff;
- The confidence and humility to advocate for and embrace new ideas, invite disagreement, and welcome feedback; and
- A style characterized by curiosity, warmth, and optimism.

Learn More

Click on the links below to learn more about Oregon Episcopal School.

[School Website](#)

[Equity and Inclusion](#)

[School History](#)

[School Profile](#)

[Strategic Plan](#)

[About Portland, Oregon](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A statement of leadership philosophy;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Jennifer Wong Christensen

Senior Consultant

jennifer.christensen@carneysandoe.com

Karen Whitaker

Senior Consultant

karen.whitaker@carneysandoe.com