

# OXFORD PREPARATORY SCHOOL

<https://www.oxfordprep.org/>

## UPPER SCHOOL DIRECTOR

Oxford Preparatory School (OPS) is an independent K - 12 public charter school with a college prep focus founded in 2013, that seeks a dynamic and accomplished leader to assume the position of Upper School Director, beginning in the 2022-2023 school year. The Upper School Director will be responsible for all aspects of the Upper School (7<sup>th</sup> – 12<sup>th</sup> grade) curriculum, instruction, and the assessment program, while leading and developing a team of educators to fulfill the school's mission of nurturing well rounded students prepared for success in college.

This new leader will succeed the school's first Upper School Director and, with the support of the Founder/Executive Director and a strong, collegial team, will usher in a new chapter in the school's positive growth. The successful candidate will be an inspiring leader and skillful communicator with a passion for OPS's mission. She/He will have a demonstrated capacity in fostering a climate of excellence, driving innovation and delivering results. The Upper School Director must possess strong interpersonal, organizational, and operational skills with an ability to see the big picture, but willing to roll-up their sleeves to work alongside teachers, students, and parents. The ideal candidate will have prior administrative or instructional support facilitator experience in a school setting with a similar mission and community as Oxford Preparatory School.

### Responsibilities

- In collaboration with the leadership team, maintain a coherent vision for effective instruction and student success across all content areas and grade levels.
- Collaborate with the leadership team to ensure the school's curricula are implemented effectively to achieve reading and math proficiency goals and growth targets.
- Work closely with the Board of Directors to establish and manage clear performance goals and benchmarks, and oversee the monitoring of progress toward goals.
- Provides oversight of all instructional staff
- Invest and lead teachers and students in creating strong adult and student culture.
- Plans and leads in house professional development and manages outside requests
- Leads licensure and beginning teacher support
- Conducts student discipline with a focus on teacher referrals



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- Assists in the development and administration of policies, including student-parent and employee handbooks.
- Assists Executive Director with fire, storm and tornado drills on a regular basis and is able to implement emergency evacuations and lock-downs effectively.
- Assists Executive Director with the application and management of categorical grants [Title I, Title II, SRSA/REAP, etc.]
- Leads the planning of student events & activities [dances, awards, graduation, etc.]
- Partners with Executive Director on recruitment of students
- Other responsibilities as reasonably necessary in operation of OPS or otherwise requested by the Executive Director or the Board.

### **Professional Qualifications**

The successful candidate will have the following qualifications and experience:

- A graduate degree in Education, School Administration, Administration or other related field of study;
- Currently possess or demonstrate eligibility for NC School Administration - Principal licensure
- Current or prior classroom experience at the middle or high school level(s);
- Administrative or instructional support facilitator experience in a school setting with a similar mission and community as Oxford Preparatory School.
- Track record of excellent student, staff, and community engagement;
- Demonstrated track record of recruiting, developing and retaining excellent personnel;
- Understanding of the rules and regulations governing the Oxford Preparatory School and NC State Board of Education graduation requirements.
- Proven ability to connect with, and reconcile the needs of, various stakeholders including a diverse group of parents, staff, students, board members.

### **History**

Oxford Preparatory School, opened in 2013 as “Oxford Preparatory High School” serving 9th grade students. The plan in the initial charter application was to provide a rigorous college prep experience for high school students, adding a grade each year as the initial class matriculated into each subsequent grade. The core of the school’s mission is to close the four-year college attainment gap, where adults 25 or older possess a four-year degree at higher at lower rates (Granville – 22.5% and Vance 14.8%) than NC as a whole (31.3%). An initial charter amendment



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was submitted in September 2014 to add 8th grade and 7th grade over the following two years. After evaluating the positive impact of that change on 9th grade performance, an additional charter amendment was submitted in August 2017 to add the 6th grade and 5th grade over the following two years, and a final charter amendment was submitted in November 2018 to add Kindergarten – 4th grade for the 2020 – 2021 school year.

During that time, we were able to transition from temporary modular facilities on our Landis Rd. campus to a permanent Upper School building in 2016 and a permanent Lower School building in 2021. Enrollment was increased from only 68 9th grade students in 2013 to 830 K – 12th grade students in the current 2021 – 2022 school year.

As a result of learned experiences and achieving greater capacity, academic outcomes were improved at Oxford Preparatory School each year, despite initial challenges. The school's composite proficiency improved in every year that testing occurred in the past 8 years, except for one. The composite proficiency for OPS was no less than 9 points higher (2013 – 2014) to as much as 37 points higher (2020 – 2021) than the school district in which the school is physically located (Granville County Public Schools). The four-year cohort graduation rate for OPS was no less than 8 points higher (2017 – 2018) to as much as 13 points higher (2016 – 2017) than Granville County Public Schools. In addition, OPS 11th graders have demonstrated outstanding results on the ACT, where the % of 11th graders meeting the UNC Minimum Composite score was no less than 18 points higher (2015 – 2016) to as much as 50 points higher (2020 – 2021). In alignment with our school's mission, we are really proud of what our graduating classes have achieved at Oxford Prep and beyond. The graduating class of 2021 earned 1,147 college credits (An average of 31 credits per graduate) through AP classes or the Career and College Promise Program. 95% of the Class of 2021 was accepted to at least one four-year college/university.

## **Our Mission**

Oxford Preparatory School's purpose is to graduate future leaders who have completed a rigorous curriculum, performed service in the community, and developed an appreciation of the arts that prepares them for the challenges of the college of their choice. With support from our diverse community, we will cultivate intellectual curiosity in well-rounded students by engaging in critical thinking and experiential learning.

## **Our Community**

The Oxford Preparatory School community is family-like and draws staff and families from Granville and five other surrounding NC counties. Approximately 30% of our students are eligible for Free and Reduced priced lunch. About 7% of our students have disabilities, and 2% are English Language Learners (ELLs). Our students come from a variety of backgrounds and socio-economic realities: 74% White, Black 11%, 7% Hispanic, 5% Two or More, 2% Asian.



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A highly competitive compensation and benefits package [commensurate with qualifications and experience] will be provided to the successful candidate. Qualified candidates interested in this opportunity are invited to submit a resume by attachment and in WORD or PDF to:

**BARRY ROWLAND**  
**Senior Search Consultant**  
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**Tel: 416-656-6415**



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