



**Assistant Head of School
Oxbridge Academy—West Palm Beach, FL
July 2024**

Oxbridge Academy is one of the Southeast Florida’s leading independent, co-educational schools, providing outstanding education to 605 students in grades 6-12 (108 in middle school). Founded in 2011 by philanthropist William I. Koch, Oxbridge offers a challenging, dynamic curriculum where students learn essential skills in the classroom, laboratory, art studio, or athletic field. Situated on 54 acres in the Palm Beaches, Oxbridge offers a world-class education, an enriching culture, and experiential learning opportunities within a diverse and inclusive community. With more freedom than ever for students to explore their interests, Oxbridge Academy continues to change the educational paradigm for middle and high school students.



Offering over 230 [courses](#) thoughtfully crafted to meet the academic needs of students with the goal of equipping them with the essential knowledge needed to prepare for a rapidly evolving and interconnected world. Oxbridge’s rigorous curriculum and approach to learning helps students adapt, think critically, and take a global perspective beyond traditional boundaries and standards. Oxbridge's signature programs include Artificial Intelligence, Aviation, the Cambridge Scholars Program, and The Free Enterprise Institute. The Independent Study and Honors Seminar classes also provide unique opportunities for students to prepare for their academic futures.



The founder dreamed of building a school that offered renowned academic opportunities, an enriching atmosphere, and extraordinary experiential learning for all students. Inspired by a life-changing event eight decades prior, a generous Texas businessman helped send Mr. Koch Sr. to the Massachusetts

Institute of Technology (MIT). This generous gift enabled Mr. Koch Sr. to receive an exceptional education at a top university, and in turn, his son would be able to attend MIT 40 years later. Realizing that this one act of generosity impacted his family for decades, Bill Koch Jr. created Oxbridge Academy; its groundbreaking need-based financial aid program is his way of paying it



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forward, awarding \$5 million to over 35 percent of the student body annually. While no longer a founder-driven school, Mr. Koch’s foundation continues to provide resources to allow the school to thrive.

Oxbridge Academy is committed to fostering a community of inclusivity and kindness, recognizing that in a welcoming environment, students are encouraged to share different experiences, thoughts, and opinions. The student-faculty advisory system is one of the school’s hallmarks supporting that endeavor. One of the founding tenets of the school is the belief that a life-defining educational experience benefits everyone - students, their families, and the community on a local, national, and global scale. The student body reflects the diversity of Palm Beach County, Florida, and the country at large.



Palm Beach rose to prominence in the late 19th century when Henry Morrison Flagler, a co-founder of Standard Oil Company, made the Atlantic Coast barrier island accessible via the Florida East Coast Railway. Today, Palm Beach County stretches from the Everglades to the Atlantic Ocean. With its international airport, world-class shops and restaurants, stunning waterfront, and annual average

temperature of 75 degrees, it is a wonderful place to live. One of three major cities in South Florida, the population of West Palm Beach is roughly 118,000. This does not include the rest of Palm Beach County, which also comprises the towns of Jupiter, Palm Beach Gardens, Palm Beach, Wellington, Delray Beach, Boca Raton, and others. Located 68 miles north of downtown Miami, West Palm Beach is the oldest municipality in South Florida.

Downtown West Palm has enjoyed significant revitalization and offers a rich array of cultural attractions. The historic main street through town, Clematis Street, comes alive every Thursday for “Clematis by Night,” an outdoor event featuring live music and food. Historic neighborhoods of El Cid, Flamingo Park, and Grandview Heights, all listed on the National Register of Historic Places, are characterized by beautiful Mediterranean revival homes. Also noteworthy is Rosemary Square, featuring The Harriet Himmel Theater, nightclubs, restaurants, and retail outlet stores. Equally impressive are Northwood Village, a historically commercial area-turned-arts district; and Antique Row, a stretch of shops that has been mentioned by Architectural Digest and The New York Times as one of the best antique districts on the East Coast.



Cultural attractions in West Palm Beach include Florida’s largest art museum, the newly renovated Norton Museum of Art, the Palm Beach County History Museum, a recently expanded science museum, and a zoo. The Kravis Center for the Performing Arts is another stunning venue that hosts an array of Broadway musicals, dance, opera, orchestra, and music events in the city. People



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flock to West Palm Beach each spring for SunFest, the state’s largest waterfront music festival, and the Palm Beach International Film Festival draws crowds each April. The area is also home to several colleges and universities including Florida Atlantic University, Palm Beach Atlantic University, Palm Beach State College, Keiser University, and Lynn University.



The northern Palm Beaches have become a hub for bioscience, with the addition of two prominent world institutes that are located within a mile of the Upper School campus: the Max Planck Florida Institute for Neuroscience and The Herbert Wertheim UF Scripps Institute for Biomedical Innovation and Technology.

Palm Beach County offers exceptional sun coast living as well as outdoor entertainment and numerous Oxbridge families and faculty express the sentiment, “It’s been a wonderful place for our family.” Forty-seven miles of pristine beaches offer superb fishing, diving, boating, and aquatic recreation, while more than 200 golf courses and two PGA tournaments have much to offer golf enthusiasts. A vibrant tourist economy and charming collection of neighborhoods make the Palm Beach area an ideal place to live year-round, amounting to a big little city that native Floridians and transplants take pride in calling home.

Dr. Ralph Maurer, Head of School

Under Dr. Maurer's tenure, the school has added a 6th to 8th-grade middle school, grown significantly in enrollment, and pioneered new programs such as artificial intelligence. Before joining Oxbridge, Dr. Maurer served as the headmaster of The International School Nido de Aguilas, an independent English-language international day school (Pre-K-12) in Santiago, Chile. At Nido, he created the Nido Professional Development Academy and led Nido to its selection as an Ashoka Changemaker School. Dr. Maurer is active in the global conversation on teaching and learning, serving on the Common Ground Curriculum (CGC) board, a leading international organization in curriculum development.



The Position

The Assistant Head of School is responsible for the educational leadership of Oxbridge, including the management of the faculty, curriculum, Dean of Students office, college counseling, scheduling, and registrar’s office. The Assistant Head collaborates closely with the Head of School to promote a culture of high achievement, innovation in teaching and learning, and strong parent engagement. The position requires a passionate leader who can inspire students and staff alike while consistently meeting the school's mission (*Lead with Kindness, Act with Courage*) and educational vision (*Empower students through a distinctive curriculum, an enriching environment, and an expert faculty to navigate their educational journeys with agility, confidence, and purpose*). S/he supports teaching and learning at Oxbridge by providing curricular and pedagogical leadership, faculty hiring, professional development, and evaluation in support of the Mission, Vision, Core Values, and other school policies.



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With the recent completion of the strategic plan and the forthcoming master plan, the Assistant Head will play a key role in both guiding the school into that vision to further articulate school's identify and competitive advantage. The Assistant Head is expected to provide adroit, informed, and consistently strong day-to-day leadership and management, with sound judgement and decision-making. As the school continues to develop, opportunities exist to continue to elevate Oxbridge Academy's student-centered culture by strengthening its comprehensive and balanced approach to curriculum, programs, and student life while highlighting student success. The position works closely with and reports to the Head of School.

Tasks/Essential Functions:

- Provide leadership to the faculty and the dean of students' office
- Cultivate a robust academic environment
- Manage the teaching methods administered to students and ensure horizontal and vertical alignment of the curriculum
- In collaboration with the Head of School, manage and execute the professional development program for all faculty
- Establish and manage programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers
- Guide teachers in matters of classroom management, teaching methods, and general school procedures
- In collaboration with the CBO, ensure compliance with legal requirements of government regulations and other regulatory agencies; maintain the educational standards of the school to satisfy accrediting bodies
- Manage the development of academic and social protocols and practices that serve to support student development, learning, health, and safety
- Assist Head of School with community relations including parents, students, faculty and staff
- Attend board meetings and make presentations as requested
- Promote high standards and expectations for academic performance, individual student growth, student leadership, personal integrity, and community responsibility
- In collaboration with the Head of School and top management team, maintain administrative presence at school community events
- Assist in the planning and the presentation of school assemblies and programs

Qualities and qualifications sought:

- Master's degree or equivalent required
- Educational professional with at least five years' experience in administration, preferably in an independent school
- Collegiality and professionalism; the preparation to work with faculty expert in their fields
- Confidence and ability to engage and work effectively with all community stakeholders
- Effective written and oral communication
- A visible leader with a penchant for efficient yet personable management
- Passionate about the mission and vision of the school



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Salary and benefits will be highly competitive and can include generous tuition remission.

TO APPLY: Please 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:

Scott Nelson (scott.nelson@carneysandoe.com) and Ben Bolte (bbolte@carneysandoe.com).

Please do not contact the school directly.



Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.



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