



# RAVENSCROFT

**Assistant Head of Upper School for Academic Affairs  
Ravenscroft School – Raleigh, NC  
July 2024**

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The successful candidate will be a master educator who displays passion for teaching and learning, developing faculty, and building a healthy school culture based on mutual respect and open communication.

The Assistant Head of Upper School for Academic Affairs will work closely with the Head of Upper School to:

- Conduct faculty evaluations, including formal and informal observations, teacher coaching, and annual review meetings.
- Monitor and support innovation in the overall academic program in the Upper School, including the development of new courses, updating curriculum, and the sunsetting of outdated or obsolete programs.
- Support the academic progress of all students, while providing specific support for those with more global concerns.
- Onboard new families, including reviewing their prior academic record and supporting the Department Chairs in placement decisions.
- Recruit and retain a faculty composed of talented, diverse, and highly collaborative professionals.
- Convene and facilitate the Teaching and Learning Committee in the Upper School.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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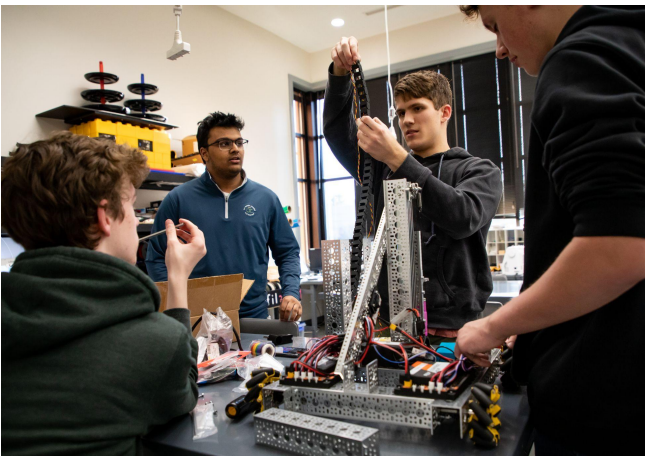
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**In addition to these responsibilities, other duties include:**

- Advising 10-12 students and facilitating the integration of our “Lead from Here” curriculum.
- Serving on committees and/or supporting extracurricular activities; coaching a sport is highly desirable.
- Demonstrating effective technology skills, including the ability to use our learning management systems (Veracross and Canvas).
- Demonstrating a growth mindset and the ability to receive feedback, adapting to the diverse needs of others, and being a valued colleague in a strong and cohesive division.
- Teaching one section of an academic course.

**Traits and skills essential to success in this position include:**

- Exceptional communication skills, both written and verbal, and a willingness to engage all constituencies with empathy.
- Strong collaboration skills with the ability to foster an environment of teamwork and engagement amongst all upper school faculty and staff.
- A willingness to have compassionate and courageous conversations.
- An inviting personality that is approachable, adaptable, responsive, visible, and warm.
- A sense of humor and a sense of joy in working with students and adults alike.



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**Qualifications:**

- Bachelor's degree;
- Master's degree highly desirable;
- Academic leadership experience highly desirable.

**Salary/Benefits:** Ravenscroft School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of regional peer schools. A full benefits package includes TIAA retirement and generous medical/dental coverage, and equals the best plans in Independent School.

**To Apply:**

Interested and qualified candidates should submit electronically, and as separate documents, the following materials:

1. *Current resume, including phone number and email address*
2. *Cover letter stating interest in and qualifications for the position*
3. *Personal statement*
4. *Reference List*

To John Faubert (jfaubert@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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