

HEAD OF UPPER SCHOOL SEARCH

TAMPA PREP

Tampa, Florida

tampaprep.org

Start Date: July 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Tampa Prep is a place to:

- Think — Where a rigorous grounding in skills and knowledge is just the beginning — where teachers and students share inquiry, reflection, and analysis on the path to personal understanding.
- Create — Where people celebrate the imagination in geometric proofs and formal essays, on canvas, computer and stage, in poetry readings and morning assemblies.
- Be Yourself — Where people respect differences and can find their place in a diverse community.
- Aspire to Excellence — Where students develop winning attitudes in academics, athletics, and arts.
- Go Beyond — Where the Florida Keys, North Carolina mountains, museums, concert halls, and community service become classrooms that foster deeper understanding of one's self, others, and the world.

More than just a college preparatory school... a preparation for life, with a higher purpose than self.

At a Glance



Established
1974



Upper School
Enrollment
504



Faculty in the Upper School
54



Student-faculty ratio
11:1



Students of color
245



Financial aid awarded
\$2,390,520



Faculty with advanced degrees
42



Campus size
11.2 acres

Enrollment: 709

Zip codes represented: 19

Total faculty and staff: 130

Faculty color: 20

Students receiving aid: 139

Endowment: \$16,700,000

Annual operating budget: \$23,205,100



Overview

For the past 50 years, Tampa Preparatory School has enjoyed a reputation for innovation, creativity, inclusion, and excellence in the independent school landscape. The future will be no different.

In 1974, Founding Headmaster George Wolfenden believed the School should provide more than rigorous intellectual training — it should aim to create responsive and responsible human beings, foster meaningful relationships and teach the concept of service. The need for a strong sense of community inspired Wolfenden to create the motto: “A Higher Purpose Than Self.”

Today, the 150,000 square-foot school complex, including a 32,000 square-foot sports complex and the recently opened BOLD (Building of Learning and Discovery), affords Tampa Preparatory School students an unparalleled learning and training environment and unsurpassed amenities. The School’s proximity to the many cultural assets of the City of Tampa includes the Straz Center for Performing Arts, Patel Conservatory, Tampa Bay History Center, Tampa Museum of Art, Glazer Children’s Museum and the historic Tampa Theater, all of which both students and faculty take advantage. Tampa Prep’s community partnerships flourish as students volunteer countless hours to community service organizations in Tampa Bay.

Tampa Prep is a community that lives the most cherished characteristics of humanity. Among these are — kindness, care, honor, consideration, service, inclusion, and the pursuit of genuine relationships.

Tampa Prep is also a forward-thinking, complex, and inclusive institution. The school community is well aware that its prosperity and continued evolution also requires a comfort with difficult, passionate, and diverse conversations and commitments. Confidence in these areas is critical.



The Upper School faculty is a collection of outstanding and dedicated student-centered experts in their disciplines. Each faculty member and academic department has displayed an unparalleled commitment to innovation, creativity, experiential and character education, artistic and athletic development, and leadership and service. Consequently, each year from orientation to graduation, the Head of the Upper School leads a high school community that fosters intellectual inquiry, the acquisition and development of 21st century skills, and passion across a wide range of endeavors and interests.

Tampa Prep is seeking an experienced educational leader to serve as its next Head of Upper School. The Head of the Upper School reports to the Head of School is responsible for leading all aspects of the 9-12 division of 504 students and 54 faculty. In partnership with a talented faculty, the Head of Upper School will serve as the chief academic officer for the division, providing vision, inspiration, and support for the continuous development and refinement of the curricular and extracurricular offerings of the upper school. In collaboration with Head of School Kevin Plummer, Associate Head of School / Head of Middle School, Joe Fenlon and the rest of the Senior Administrative Team, they will nurture a cohesive cross-divisional culture and community. The ideal Head of Upper School will be a highly visible and relational leader, one who operates from a foundation of trust and empowers students, faculty and all members of the Tampa Prep family to fulfill the promise of the Mission Statement.

Opportunities and Challenges

Lead the school with a balance of respect for tradition and commitment to innovation. As the school heads into the second half of its first century, Tampa Prep continues to pride itself as Florida's Most Innovative School. The Head of the Upper School will nurture those aspects of the school that have been the hallmarks of its success in its first 50 years while inspiring and empowering faculty to embrace and implement the best innovative practices of teaching and learning for the 21st century.



Serve as the chief culture and community builder for the division. The Head of the Upper School will join the school as it continues to settle into a brand new 40,000 square foot BOLD building, opened in January 2025. This moment of renewal of the physical facilities on campus provides an equally exciting opportunity to renew the community culture by prioritizing shared values, kindness, joy, and optimism in the meetings, spaces and places where the community gathers. The Head of Upper School will be a visible and present leader, prioritizing both formal and informal connections with students and faculty to ensure they feel known and appreciated for their contributions to the Tamps Prep community.

Evaluate and streamline systems and processes within the division. The Head of Upper School will work with faculty, grade deans, and department chairs to bring clarity and efficiency to curricular and extracurricular programming. By collaborating with all stakeholders, they will maximize the value of community times such as Seminar, study halls, and after school to ensure they meet the needs of students and provide a cohesive compliment to the academic program. The Head of Upper School will oversee the calendar and cadence of the Upper School division within the larger Tampa Prep school community. This will be bolstered by excellent proactive communication to all constituents, including faculty, students, and parents.

Collaborate with the senior administrative team in leading the school as a whole. The Head of Upper School will foster a collaborative relationship between the Heads of Middle School/Associate Head, Dean of Faculty, Dean of Students, Academic Dean, Director of College Counseling, Department Chairs, Grade Deans, and the faculty to ensure vertical alignment, consistent school culture, and successful coordination of the curricular and programmatic offerings across the School.

Effectively tell the story of Tampa Prep. The Head of Upper School will be a proactive and persuasive chief spokesperson for the division and the school as a whole, articulating the breadth and depth of the Tampa Prep experience to both internal and external audiences, elevating both Tampa Prep's pride and sense of self, as well as their external profile.



Qualifications and Personal Attributes

- Thorough and demonstrated experience working with Upper School students as a classroom teacher and in progressive levels of administrative leadership.
- Adept at creating, developing, refining, and sustaining processes and systems that support efficiency, provide clarity and consistency, and help sustain the work of others.
- Engaging storyteller with dynamic public speaking and writing skills and demonstrable ability to connect others to the work, mission, and stories of the school.
- Superb organizational skills, impeccable attention to detail, and a commitment to timely follow-through
- A relational leader with strength in building and maintaining connections and community between colleagues, divisions, parents, and students.
- Enthusiastic community-builder and connector—highly visible and engaged around school.
- Ability and desire to connect with students and colleagues authentically and a sense of humor and joyfulness in working with adolescents.

Learn More

Click on the links below to learn more about Tampa Prep.

[School Website](#)

[College Matriculation](#)

[School History](#)

[About Tampa, Florida](#)



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;
- Statement of educational philosophy and practice, limited to two pages;
- 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:

Rice Bryan

Consultant

rbryan@carneysandoe.com

Amy Rogers

Consultant

amy.rogers@carneysandoe.com

Tampa Prep is an inclusive and open-minded environment that does not discriminate according to race, color, national origin, religion, gender, sexual orientation, gender identity, or matters of individual choice. Tampa Prep does not engage in personnel practices prohibited by federal law. This policy extends to all activities and aspects of the school and specifically to the practices of faculty and staff hiring and management, in student admissions, student evaluation, discipline and student life.