

INTERIM HEAD OF UPPER SCHOOL SEARCH

VIEWPOINT SCHOOL

Calabasas, California

viewpoint.org

Start Date: July 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

MISSION STATEMENT

To create exceptional readiness for extraordinary futures by cultivating the critical skill set, courageous mindset, and resilient identity of each individual Viewpoint student.

VISION

A school where tradition connects us and innovation propels us. A community where families value unity in diversity. A world where education changes lives.

VALUES

Love, Honor, Excellence, Imagination, Optimism

At a Glance



Established
1961



Total Enrollment
1,200



Upper School Enrollment:
478



Students of color
52%



Total Upper School faculty
65



Faculty of color
30%



Endowment: \$26M
Annual operating budget: \$62M



Campus size
40+ acres

Learn More

Click on the links below to learn more about Viewpoint School.

[School Website](#)

[School Profile](#)

[Community and Belonging](#)



OVERVIEW

Viewpoint School, a vibrant TK-12 learning community of 1200 students located outside Los Angeles in the Santa Monica Mountains in Calabasas, CA, seeks an Interim Head of Upper School for the 2025-26 academic year. The Upper School, which enrolls approximately 500 students in grades 9-12, provides a rich academic program – including AP and Advanced Studies in all subject areas – and offers students an exceptional depth and breadth of opportunities to explore their passions. Faculty describe a powerfully felt culture, noting that Viewpoint people take good care of one another and celebrate successes while working hard, valuing competence, and maintaining high standards. Viewpoint presents a distinctive offering in the LA independent school landscape, owing to its mission, culture, and community.

Reporting to Head of School Mark McKee and Associate Head of School Robert Bryan and serving as a member of the senior leadership team, the Interim Head of Upper School will oversee all aspects of Viewpoint's Upper School as the division transitions from the leadership of its long-serving current division leader and prepares for the arrival of a long-term Head of Upper School at the start of the 2026-27 academic year. The Interim Head will bring strong leadership and communication skills as well as an orientation toward collaboration to ensure a smooth transition.

RESPONSIBILITIES AND OPPORTUNITIES

While embracing the transitional nature of an interim role, the appointee will invest deeply in the Upper School community, building relationships with the division's professional community as well as its students and parents. Leadership opportunities during the interim year include:

- Sustaining the healthy culture and robust programming of the division;
- Mentoring the Upper School administrative team;
- Collaborating with the Assistant Head for Learning and Innovation to maintain the current momentum around peer-to-peer professional growth and engagement;
- Sustaining the application of research to optimal student learning outcomes;
- Telling the story of the Upper School within the Viewpoint culture;
- Collaborating with and developing the leadership of the Department Chairs;
- Encouraging collaboration across Upper School departments;
- Maintaining a visible presence and joyful engagement in the daily life of the division.

QUALIFICATIONS AND PERSONAL ATTRIBUTES

- Significant leadership experience as a division head or another position of similar responsibility within an independent school;
- Experience working with high school students, their teachers, and parents and caregivers;
- A commitment to and skill for building strong relationships and a healthy school culture;
- Strong and skillful management of and experience leading the recruitment, hiring, retention, and evaluation of professional educators;
- Superb communication skills across the written and verbal modes of communication required of an independent school divisional leader;
- Open door policy and ability to listen;
- Cultural competency;
- Strategic thinking and sound decision-making abilities;
- Exceptional executive function and delegation skills;
- Ability to remain calm, flexible, and work effectively under pressure;
- Demonstrated commitment to equitable and inclusive practices;
- A track record of strong integrity;
- Bachelor's degree required, advanced degree preferred.

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 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:

Karen Whitaker

Senior Consultant

karen.whitaker@carneysandoe.com

Chris Boyle

Consultant

chris.boyle@carneysandoe.com

The full-time equivalent salary range for this position is \$200,000-\$220,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.