

the Wolf School

**Assistant Head of School
East Providence, RI**

The Wolf School inspires Complex Learners to discover confidence, compassion, and a love of learning to reach their full potential.

The Wolf School, a small independent day school in East Providence, Rhode Island, was founded in 1999 to provide a unique educational environment for children with complex learning challenges. The goal was to create a school that would provide children with the opportunity to reach their full academic and social potential. The founding members of the Board, including educators, clinical specialists and a family, created the Immersion Model[©] that emphasizes the development of core grade level skills taught through a therapeutically guided curriculum. As a result, our students make significant gains academically and socially. Today, the Wolf School educates 76 students from Rhode Island and Massachusetts.

The Assistant Head of School oversees the day to day operations of the school including curriculum development and implementation, assessment, student support and supervision of teaching staff. The Assistant Head of School builds relationships with all students, families, faculty and staff members to create a positive, collaborative and supportive community.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

Requirements:

- Master's degree in Special Education required
- Minimum of seven years teaching experience at the elementary and/or middle school level working in special education
- Administrative/leadership/supervisory experience required
- Strong oral and written communication skills
- Demonstrated success in working with teams

Direct Reports:

- Teachers (8)
- Student Support Clinician
- Technology Coach
- Art Teacher
- Music Teacher
- PE/Health Teacher
- Learning Specialist

**Position will:****OPERATIONS:**

- Work directly with the Head of School to manage day to day operations of the school
- Work directly with the Director of Special Education to ensure consistency for IEP and privately placed students
- Develop schedule and staffing for each classroom including managing the schedules for substitute teachers and planned absences
- Coordinate all outside visitors including college students, volunteers, interns and senior project students
- Assist in the admissions process in partnership with the Director of Enrollment (screening students or observing students in current school settings)
- Review and edit all learning plans, report cards and progress notes
- Attend Open House, Parent Overview Night and other school events



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

LEADERSHIP/MANAGEMENT:

- Implement professional learning community model among faculty and staff and ensure that the Immersion Model© is carried out with consistency across all classrooms
- Coordinate, attend and facilitate team PLC meetings and Wolf Rounds
- Update PLC records and assist in upkeep of student records
- Develop and train faculty and staff during Summer Institute along with the members of the Leadership Team
- Provide training on Wolf School model to new staff, outside observers, volunteers and new hires
- Provide educational resources to teachers, therapists and teacher assistants
- Serve on Leadership Team with Head of School, Director of Special Education, Director of Enrollment, Director of Clinical Programs, Director of Marketing & Communications, Director of Development, and Chief Business Officer.
- Serve as the staff liaison on the Education/Research/Technology Committee of the Board – 4 – 6 meetings a year
- Attend Board meetings 4 – 6 times a year
- Co-facilitate school-wide community meetings with members of the Leadership Team



CURRICULUM/ASSESSMENT:

- Monitor and evaluate the academic curriculum across all classrooms
- Oversee school wide curriculum documentation
- Monitor student progress, portfolios and other student assessments
- Complete assessments, screenings, standardized testing of students on an as needed basis followed by the development of reading/math plans with classroom teachers for specific students
- Coordinate beginning of the year and end of year assessments including developing the assessment calendar for the staff
- Support teachers in implementing specific instructional programs including all web-enabled programs



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

TEACHER SUPERVISION:

- Supervise all teaching staff including continual monitoring of team effectiveness, establishing and monitoring professional goals and completing teacher evaluations annually
- Make recommendations to the Head of School regarding teacher hiring, retention and classroom team assignments
- Attend team planning meetings
- Coordinate and promote professional development of education faculty
- Assist with and model joint planning and differentiated instruction
- Provide support in classrooms to help teachers implement curriculum (model, co-teach, observe, debrief/feedback)
- Review lesson plans on an as needed basis
- Meet with teaching staff on a regular basis for direct supervision

STUDENTS/PARENTS:

- Work with the classroom team and Student Support Clinician to support the social emotional needs of the students
- Work with and communicate with families regularly to establish a home/school partnership
- Attend Parent Teacher Conferences (three times a year)
- Work with and communicate with outside providers on an as needed basis to support social emotional needs of the students
- Collaborate with classroom teams and psychological consultants to develop and implement effective individualized classroom management systems

Application process:

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 John Faubert, jfaubert@carneysandoe.com, or Sabrina Zurkuhlen, sabrina.zurkuhlen@carneysandoe.com. *Please do not contact the school directly.*



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com