



## **Assistant Head of School**

Notre Dame High School  
San Jose, California

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*Notre Dame High School, San Jose is the center for women's leadership in Silicon Valley and has provided an exceptional Catholic college preparatory education for young women since 1851.*

The school's mission is guided by the teachings of Saint Julie Billiart, the foundress of the Sisters of Notre Dame de Namur, with a strong focus on social justice to create lifelong learners, spiritual seekers, justice advocates and community leaders. Our mission, summarized by the words of Saint Julie Billiart, is to “teach them what they need to know for life.”

Notre Dame High School has a challenging college preparatory curriculum that integrates classroom learning with downtown educational opportunities in culture, science and technology. The school has a diverse student body, extensive honors and advanced placement programs, and a very talented and dedicated Faculty and Staff.



The Assistant Head of School is a highly visible community leader, who reports to and works closely with the Head of School to oversee the mission-alignment of student programming, faculty and staff development and implementation of strategic planning for institutional viability and vitality. In collaboration with the student programming team, the Assistant Head advances the mission of the school, ensuring the Hallmarks of a Notre Dame de Namur Learning Community are embedded in the school's distinctive programming. The Assistant Head is responsible for managing the school's daily operations and in the Head of School's absence, the Assistant Head assumes chief operational oversight, financial management and executive spokesperson for the school.



Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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## **Essential Duties and Responsibilities**

### **Administrative Team**

- Work collaboratively in a shared leadership model.
- Center the mission, hallmarks, graduation outcomes, women's leadership, race equity diversity and inclusion (REDI) in all leadership work.
- Communicate at weekly team meetings area highlights, changes and future needs to ensure accountability and transparency to the team.
- Provide strong personnel management, supervision and development opportunities for staff. Assure annual performance cycle for staff to motivate growth.
- Manage horizontally with team members and collaborate on cross area initiatives.
- Shape big picture perspective with the team for communication, solution-finding, and short- and long-term planning purposes.
- Model professionalism for and with colleagues.

### **Strategic Leadership**

In partnership with the Head of School is responsible for implementing the organization's vision, mission, and strategy leveraging data to inform practice and decision-making.

- Oversees the execution of the school's strategic priorities.
- Provides leadership for establishing and monitoring annual goals and faculty and staff assessments.
- Assists the Director of Teaching & Learning with the implementation of Notre Dame's high-quality, innovative instructional mode.
- Partners with Human Resources to conduct annual Environment & Culture survey for faculty and staff to ensure efficacy and long-term sustainability of programming, support and resources.
- Aggregates executive summaries and analyzes trends/data to forecast future institutional needs.



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- Collaborates with the Head of School, Chief Financial Officer, Executive Director of Advancement, Director of Admissions and Human Resources to align the long-term strategic plan assessing resources and personnel.

### **Student Experience**

Ensures excellence in the student experience and an inclusive, Catholic learning environment committed to educational innovation and women's leadership within the Notre Dame charism.

- Signature Programming: Oversees signature student programming scope and sequence from freshman to senior years.
  - Partners with the Director of Communications to create plans for implementation of flagship programs that advance the school's mission and distinctive brand. This includes oversight of implementation.
    - Education for Justice and Leadership
      - ND Reads
      - Facing History
      - Democracy Matters
      - STEAM
    - Experiential Learning
      - Speaker Series
      - Grade level trips
    - Student Leadership
      - National Honor Society
  - Coordinates assessment of student signature programs to document student achievement and ensure all students experience the Hallmarks of a Notre Dame Learning Community and achieve the graduation outcomes.
- Strategic Curricular Advancement: Collaborates with the administrative team to provide innovative educational opportunities that enhance the student experience and strategic planning.
  - Provides leadership and administrative oversight for the implementation of initiatives related to the student experience in the WCEA educational improvement plan and Notre Dame strategic plan.
  - In partnership with the Director of Teaching & Learning and the Director of Student Life, oversees and evaluates course offerings, faculty allocations and student scheduling.
  - Institutes organizational systems of student accountability and metrics necessary to optimize the realization of the school's commitment to mission, Catholic identity, women's leadership, and race, equity, diversity and inclusion (REDI).



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### **Fiduciary Support**

Manages the human and intellectual resources needed to provide an innovative educational program that advances the mission of the school and develops women's leadership.

- **Resource Management:** Leads the student programming team in short and long term review of campus resources and budgets needed to implement and sustain excellence in programming and curricular advancement
- **Professional Learning and Development:** Oversight of leadership development for all employees, professional learning resources, budget and programming for employees.
  - Participates in the recruitment, hiring and onboarding of mission-aligned, qualified employees.
  - Collaborates with the Director of Human Resources, Director of Mission and Ministry, Director of Teaching & Learning, and Director of Student Life to plan and implement scaffolded professional development for employees.

### **Normative Areas of Responsibilities:**

#### *Faith and Community Affairs*

- Support the mission of the school and the Hallmarks of the Sisters of Notre Dame de Namur Learning Community.
- Upholds and models a moral code which is consistent with the mission of the school
- Partners with peer Catholic high school leadership; supports peer Catholic primary school communities.

#### *Student Affairs*

- Attends school events and remains aware of school accomplishments and challenges.



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### *Business Affairs*

- Serves on the Admissions and Financial Aid Committees.
- Adheres to and enforces all policies stated in the Employment Handbook and Faculty Guide.

### *Developmental Affairs*

- Supports the Advancement team in stewardship, alum engagement and fundraising efforts.

### *Board Relations*

- Partners with the Board of Directors to strategically create, evaluate and implement institutional priorities to advance the school.

### *Liaisons and Other Responsibilities*

- Seeks and sustains memberships with SNDdeN leadership, peer Catholic high school leadership, local and national educational organizations and professional networks.
- Maintains membership in appropriate educational professional organizations.
- Represents the School at Diocesan, SNDdeN and community engagements as appropriate.

### **Minimum Qualifications:**

- A Master's degree in Education or a related field
- 5-7 years of experience in school administration; faith-centered, independent school experience preferred
- High degree of integrity, ethics and passionate commitment to the mission of the School
- Demonstrated ability to communicate effectively, motivate and work well with faculty, staff, board of directors, educational consultants and others while maintaining appropriate confidentiality
- Experienced teacher and professional development trainer
- Demonstrated ability to develop and execute strategic strategies
- Excellent written, oral and interpersonal communication skills, with the ability to engage and inspire a wide range of audiences
- Proficiency in technology and fluency with Microsoft Office, Google Classroom, and fundraising/development CRMs like Little Green Light



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**Desired Knowledge and Abilities:**

- Understanding of Catholic education and school settings
- Experience with women's institutions or organizations

**Supervises:** Director of Student Leadership, Director of Summer School, Administrative Assistant for Student Experience, Receptionist (4)

**Member of:** Administrative, Academic Leadership, Student Programming, Admissions, Financial Aid and Scholarship committees

**Staff liaison:** Strategic Planning Committee of the Board of Directors

**Hours:** Generally, 8am-5pm with 5-6 nights and 3-4 weekends

**Physical Demands:**

- Must be able to hear and speak to exchange information in person and on the telephone.
- While performing duties of the job, employee is occasionally required to stand, walk and sit.
- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Most work performed in an air-conditioned office setting. Low to moderate noise level.
- Must have sufficient manual dexterity to be able to operate all office equipment including but not limited to computers, fax machines, copy machines and telephones.
- Can operate/type on personal computer for up to 7.5 hours per day while sitting.
- Can concentrate in reading and writing for up to 7.5 hours per day.
- Able to reach overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves.
- Must be able to lift up to 10 pounds regularly and up to 20 occasionally. May need to walk or stand up to 2 hours a day.

*The full-time salary range for this position is \$145,000-\$165,000. The starting salary is based upon, but not limited to, several factors that include type and years of experience, education level, and expertise.*



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### **To Apply**

Interested candidates should submit a **resume** and **cover letter** to:

John P. Faubert  
Director of Placement Services  
Carney Sandoe & Associates  
[john.faubert@carneysandoe.com](mailto:john.faubert@carneysandoe.com)

**Please do not contact the school directly.**

*In alignment with our mission and hallmarks, Notre Dame High School, San Jose is an equal opportunity employer committed to building a diverse and collaborative community. We value and honor the contributions of all communities, and especially Black, indigenous, people of color (BIPOC) and other underrepresented communities. This commitment starts with our faculty & staff and in our working environment. As part of an ongoing initiative, our hiring process reflects our commitment to center race, equity, diversity, and inclusion throughout our institutional culture and practices. We encourage individuals who come from historically underrepresented communities and those who value equitable practices in education to apply.*



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