



**Middle School Division Head**  
**The Harker School, San Jose, CA**

**Overview**

The Harker School is a private, non-sectarian, coeducational day school in Silicon Valley for students in kindergarten through grade 12 that has earned international recognition for its top-level academics, quality teachers, outstanding facilities and student achievements. Educating 1,976 students, Harker is the largest independent school of its kind in California, located on beautiful campuses just minutes apart.

Kindness, respect, honesty, integrity and personal accountability have been at the heart of a Harker education since the school's founding in 1893. Demand by motivated and capable students in Silicon Valley and beyond is very high. Harker students receive a well-rounded education grounded in academics, enriching extracurricular activities and clubs, team-building athletics, a multitude of arts offerings, and an unwavering emphasis on character development. And, most importantly, students develop a lifelong passion for learning. Harker is a supportive, safe, fun and nurturing place where students make friends for life with their peers, their teachers and with staff.

Harker seeks a middle school division head effective July 1, 2026. The primary goal of the position is to provide leadership that fosters the overall well-being, growth and success of middle school students, in alignment with the school's mission. The middle school division head oversees all aspects of the middle school student and faculty experience, including oversight of the middle school campus. The middle school division head reports directly to the assistant head of school for academic affairs and will work closely with and provide support to all faculty and staff supporting the middle school programs. The middle school division head plays a central role in cultivating a positive school climate, supporting students' academic and personal development, and ensuring a kind and respectful community.

**The Harker School Mission**

Our mission is to educate students for success at college and beyond, and to foster kindness, respect, and integrity within a safe and nurturing environment. We achieve academic excellence through the development of intellectual curiosity, personal accountability, and love of learning. Our comprehensive program and exceptional faculty and staff help students discover, develop, and enjoy their unique talents. We honor individuality, embrace diversity, and promote leadership and service, preparing students to take their place as global citizens.



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## The School

At Harker, success is defined by more than academic excellence. The school provides a world-class educational experience that inspires and empowers students to explore, take risks and discover their unique talents and passions. High-quality academics, broad course offerings, robust extracurricular programs, and exceptional teachers and facilities all form the foundation of a Harker education.

The teaching team is composed of passionate subject-area experts who are deeply committed to working with their chosen age groups. At the middle school, 63% of teachers hold advanced degrees, and all are committed to ongoing professional growth. Many also contribute to their fields beyond the classroom, publishing literary works and academic papers, performing on stage, or receiving professional art commissions.

Harker teachers serve not only as instructors but also as mentors, role models and champions of their students. They lead clubs, cheer at games, visit art installations and celebrate each student's achievements. Supporting this work is a network of specialists, including two counselors and a learning specialist, a learning innovation and design specialist, a global education director, and a full-time school librarian, who partner with faculty through workshops and one-on-one coaching. Teachers also share their expertise with colleagues across divisions through in-house workshops, committee work and ongoing collaboration.

Harker's commitment extends beyond academics to environmental stewardship. In June 2016, the school was certified as a Bay Area Green Business by Santa Clara County, recognizing decades of sustainability efforts. Guided by the Green Mission – "Modeling and teaching a sustainable relationship with the environment" – Harker continues to expand its environmental leadership. The middle school's Union Avenue campus, opened in 2021, features a Gold LEED-certified classroom building, reflecting this dedication. Sustainability is woven into daily life, from curriculum and student clubs to a reduced-waste food program. The school also partners with the Muwekma Ohlone Tribe and organizations such as the Green Education Foundation and Seventh Generation Recycling, ensuring that students learn the importance of environmental responsibility in meaningful, hands-on ways.



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## Fast Facts

Founded: 1893

Total students: 1,976 TK-12

Total number of students in the upper school: 528

Students of color: 83.88% TK-12

Total faculty: 221 TK-12

Total faculty in the middle school: 53

Faculty with advanced degrees: MS 63%

Student/teacher ratio at the middle school: 9:1

Financial aid awarded: \$3.9M plus \$5M tuition reduction

Students receiving aid: 7.6%



## Academics

At Harker's middle school, an expert team of teachers provides students with a world-class, well-rounded education. From kindergarten onward, students experience a highly customized program that helps them optimize their learning and discover their unique talents. By the time they reach middle school, this customization expands even further through a wide range of electives, clubs, and five world language options, offering students an almost limitless array of opportunities.

Middle school students also benefit from a 1:1 laptop program and a robust network of support systems, including academic and college counseling, ensuring their continued growth and success. Each year, students participate in signature class trips: sixth graders spend a week at Camp Newman, seventh graders embark on a California exploration trip, and eighth graders travel to Washington, D.C. In addition, a variety of global programs allow students to broaden their perspectives and develop as global citizens.



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Recognizing that middle school is both an academically formative and socially pivotal time, Harker places strong emphasis on advisory groups. Each student belongs to a small advisory led by a teacher who mentors them across all three years, providing guidance and support throughout this important stage of development.

The middle school program challenges, engages and inspires students in grades 6-8, creating an educational experience unlike any other. Harker's expertise in teaching and its integrated curriculum fosters an optimal learning environment, preparing students to transition seamlessly into the upper school.

By the time students advance to the upper school, they step into an academic runway of nearly unlimited opportunities. With 276 total courses, including 29 Advanced Placement (AP) and 23 post-AP offerings, students are empowered to pursue their passions in depth across academics, arts, athletics and extracurricular activities. Each journey is tailored to individual needs, talents and social-emotional growth. With a 100% acceptance rate into colleges, universities and conservatories, Harker's graduates leave exceptionally well-prepared for continued success.

### **The Arts**

Harker is deeply committed to arts education, believing art is an essential element of a complete curriculum. The arts are woven into everything at Harker, creating a learning environment that promotes creativity, self-confidence and collaboration. Every year, students at each grade level perform at least one staged production for families and friends.



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Harker's comprehensive arts education program starts in lower school and carries through to middle and upper school where the arts are part of academic requirements. In the performing arts, students' creative expression and confidence are nurtured through dance, drama, vocal and instrumental music, and musical theater. After school, the program continues with choirs, dance classes, orchestras, and a variety of performance bands. The visual arts program gives students a gradual introduction to the technical skills they need as they dig deeper into their creativity. A generous endowment allows renowned visiting artists to teach and work with our students for at least one week of the school year.

### **Athletics**

Athletics are an important part of any student experience and in the middle school, Harker supports the academic success and extracurricular pursuits of its student athletes. Athletic coaches, program directors, counselors and teachers actively follow our student athletes, ensuring they are effectively balancing their academic and extracurricular commitments.

Middle school sports include softball, flag football, swimming, cross country, girls lacrosse, golf tournament, boys basketball, girls soccer, boys soccer, girls soccer, volleyball, baseball, tennis, water polo and track.



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## Professional Qualities

The Harker School is interested in candidates who can support, articulate and promote a mission-driven, inclusive and equitable student-centered model of education. Along with excellent organizational and leadership skills, ideal candidates will have backgrounds that demonstrate most, if not all, of the following:

- Ability to uphold the school's mission and philosophy in all aspects of student life
- Ability to synthesize and articulate the school's student life and disciplinary vision and to inspire and motivate others towards further strengthening the upper school student experience
- A warm, approachable and visible presence on campus that invites and respects the views of others, yet is decisive when needed
- Highly organized, persistent, and able to motivate others to achieve
- Deep understanding of school operations, mission and philosophy
- Excellent communication, interpersonal and conflict-resolution skills
- Strong organizational skills, and the ability to prioritize and manage multiple responsibilities
- Proficiency with internal school systems and technology
- Ability to make effective, timely program decisions in response to daily challenges
- Discretion in handling confidential information
- Positive, adaptable and collaborative approach to problem-solving
- An advanced degree is preferred

Below you will find specific details related to this position. As with any leadership role at Harker, it is our expectation that the individual entrusted with these responsibilities approaches them with a deep commitment to excellence and a strong sense of ownership. The list of responsibilities outlined below represents the tasks associated with the role, but not the mindset we hope you bring to each endeavor. True leadership at Harker is rooted in service, a willingness to invest the necessary time, and a dedication to guiding others. These qualities are not only central to this position, but to every leadership role at Harker.



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## Key Responsibilities

### Leadership & Alignment

- Coordinates oversight of the middle school with the assistant middle school division head
- Ensures the division's efforts align with the mission of the school and with the other divisions at Harker
- Is an active presence in the middle school community
- Attends administration meetings and participates in campus safety tours with the head of school and facilities head
- Prepares and manages the annual budget associated with the middle school division

### Faculty Oversight & Professional Growth

- Observes, evaluates and monitors teacher performance and completion of responsibilities
- Facilitates and supports professional growth among faculty
- Coordinates with the assistant head of school in hiring teachers, works with academic affairs office on candidate visits, and assists with substitute-teacher hiring
- Trains new faculty on all aspects of middle school, including onboarding mid-year hires
- Coordinates teacher scheduling with academic affairs office, department chairs and scheduler
- Approves teacher attendance in the HR database; checks teacher classrooms at the beginning and end of the year
- Organizes and leads faculty meetings, ensuring they are engaging and inclusive of faculty voices
- Assists in the revision of the grade 6-8 student and faculty handbooks

### Student Experience & Support

- Monitors and optimizes all areas of the student experience
- Ensures teachers communicate concerns about students and works with counselors to set up teacher or grade-level meetings as needed
- Handles parent, student and faculty concerns
- Meets regularly with and manages division counselors and the assistant middle school division head
- In coordination with the assistant middle school division head, follows up on disciplinary issues to maintain high standards of behavior and interaction
- Approves, in coordination with department chairs, in-grade level placement moves
- Oversees writing and mailing of high school applications and recommendations; assures students meet re-enrollment criteria
- Analyzes standardized test results and meets with parents regarding results
- Coordinates parent/student/teacher conferences with the division and TK-12 schedule



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### Curriculum & Academic Oversight

- Works closely with the Academic Council to ensure a high-quality school experience
- Schedules regular Academic Council meetings with department chairs and campus leaders
- In coordination with department chairs, ensures the quality and timeliness of student assignment postings on the portal
- Prepares semester exam schedules and other special schedules (e.g., ERB weeks, field trip alternatives)
- Finds in-house period coverage for teachers as needed

### Events & Programs

- Oversees major middle school events, including orientation, back-to-school night and promotion
- Oversees grade-level trips: grade 6 coastal exploration, grade 7 national parks, and grade 8 Washington, D.C.
- Oversees completion of substitute folders
- Oversees uniform guidelines and dress code, including free dress days

### Parent & Community Relations

- Handles communication of community information to parents and students
- Meets regularly with the LID director and community managers to plan and review community initiatives
- Works closely with advancement, the parent volunteer coordinator, admissions, grade-level parent coordinators, and the Office of Communication to ensure a high-quality school experience
- Serves on the admissions committee and works with the admission director on new student testing and placement

### **To Apply**

Please send resume and a letter of intent to John Faubert ([jfaubert@carneysandoe.com](mailto:jfaubert@carneysandoe.com)) and Amanda Gastel ([amanda.gastel@carneysandoe.com](mailto:amanda.gastel@carneysandoe.com)).

Salary Range: 200-250K



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