



ST. PAUL ACADEMY  
AND SUMMIT SCHOOL

## **Assistant Head of School**

Saint Paul, Minnesota

The Assistant Head of School (AHOS) is a high-level administrative position that requires a unique blend of educational leadership, institutional strategy, and strong people-management skills. For a large, multi-division school of approximately 950 students, the candidate must demonstrate readiness to serve as the Head of School's Chief of Staff, with a specialized focus on academic excellence and student well-being.



This position at St. Paul Academy and Summit School (SPA) serves as the "force multiplier" for the Head of School. As the Chief of Staff, this position will enhance the effectiveness of the Head of School and the institution by coordinating strategy, managing cross-functional initiatives, strengthening internal communication, and supporting governance and organizational alignment.



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This role is ideal for a seasoned educational leader or administrator who combines sound judgment, operational excellence, and political acuity with a deep appreciation for independent school culture, mission, and values.

### **Position Description**

The Assistant Head of School works in close partnership with the Head of School to advance the school's mission. They report directly to the Head of School, and support members of the Head's Council and Academic Leadership teams who collectively implement the academic vision and uphold and shape the shared values of the student experience at SPA. When necessary, the Assistant Head of School will represent the Head of School at meetings or functions, and may have primary management responsibilities (along with other members of the Head's Council) for the school during the Head's absence. In collaboration with the Head of School, this individual will oversee the corresponding professional development and instructional goals, and collaborate with administrative leaders to implement inclusive and equitable practices and programming aligned with the educational priorities of the school. Under the direction of the Head of School, the Assistant Head of School oversees special projects and annual initiatives that further the school's progress toward educational and operational goals. As a PK-12 school administrator, the Assistant Head of School provides counsel and support to Division Principals, and supervises operational and programmatic practices for the Center for Learning and Teaching, Athletics, the Health Office, PK-12 Director of Academic Programs, and Summer and Auxiliary Programs.

### **Responsibilities**

- Supporting the mission of the School in word and deed. Model and reinforce SPA's mission, values and commitment to equity, inclusion and belonging.
- Creating and chairing committees as needed to evaluate and inform practices and policies, such as faculty evaluation guidelines, data privacy and academic records, and discipline response.
- Serving as the Head of School's point person for creating an optimal faculty culture and teaching practices, developing opportunities for Faculty/Staff community engagement across all three divisions.
- Overseeing, in collaboration with the Principals, the vision, policies and opportunities for community engagement, including programs such as retreats, service learning, and community outreach.



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- Guiding and supporting the Principals on philosophies and policies related to mental health or behavioral support and accommodations.
- Contributing meaningfully to efforts in enrollment management, advancement, finance, operations, and long-term planning with the Head of School and Board of Trustees.
- Maintaining a strong presence in all three divisions and building strong relationships with faculty, staff, and coaches within the school and assisting them to articulate and embody the School's mission and to ensure a unified student experience.
- Lead high-stakes initiatives that fall outside the scope of a single department (e.g., campus master planning, school-wide accreditation processes (ISACS) or new sustainability initiatives.
- Review and triage requests for the Head of School's time and attention. Ensure the Head is briefed and prepared for all external and internal meetings.
- Draft or edit high-level communications for the Head of School, including messages to parents, alumni and faculty. Ensure consistent, clear, and timely internal communication across the school community.



#### **Leadership and Management Competencies (Academic & Faculty Focus)**

- **Strategic Visionary:** Ability to translate the Head of School's vision and the School's multi-year strategic plan into concrete, measurable operational goals for academic programs, ensuring alignment with pedagogical innovation. Track progress across departments (Academics, Athletics, Finance) and provide regular reports to the Head of School and Board.
- **Talent Management (Academic Focus):** Proven success in recruiting, hiring, and retaining diverse high-performing academic faculty and staff across all divisions (e.g., Lower, Middle, and Upper School), emphasizing instructional excellence.



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- **System and Process Management:** Skill in designing, monitoring, and improving large-scale school systems related to instruction (e.g., faculty evaluation cycles, student academic support services, assessment frameworks).
- **Budget Oversight:** Experience working with the Business Office to manage and monitor significant departmental budgets, specifically allocating resources for academic programs, technology, and faculty professional growth.
- **Crisis Management:** Serve as a key member of the incident response team, coordinating communication and operations during emergencies.



### **Strategic and Operational Skills (Curriculum & Well-being)**

This section focuses on the AHOS's direct role in shaping student programming, curriculum, and the social-emotional climate.

- **Student Well-being and Social-Emotional Learning (SEL):** Demonstrated expertise in implementing and overseeing comprehensive student support programs, including SEL, student counseling, and wellness initiatives. Must ensure the learning culture is safe, inclusive, and conducive to student flourishing.
- **Institutional Representation:** The ability to serve as the chief of staff, confidently overseeing the day-to-day operation of the entire school in the Head's absence, particularly in matters related to academic integrity and student conduct.



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- Diversity, Equity, and Inclusion (DEI): A demonstrated, authentic commitment to advancing DEI and belonging initiatives, with the skillfulness required to lead faculty and the broader community in fostering an equitable learning environment.
- Data Literacy for Student Outcomes: Ability to meaningfully collect, analyze, and interpret schoolwide data (e.g., achievement gaps, student well-being surveys, retention data) to drive improvement in both academic and social-emotional student outcomes.



### Interpersonal and Personal Qualities

The AHOS is the culture keeper and relationship builder for the entire community.

- Exceptional Communication: Superlative written, verbal, and public speaking skills, with the ability to communicate with inspiration, clarity, and diplomacy to students, parents, faculty, staff, and trustees on sensitive matters concerning student growth and academic programming.
- Emotional Intelligence (EQ): A calm, thoughtful, and mature presence under pressure. This includes the ability to navigate complex student-family issues, lead crisis response teams, and manage sensitive personnel matters with integrity and sound judgment.
- Collaboration & Advocacy: A highly relational, collaborative team player who actively partners with Divisional Heads, Assistant Principals, Deans of Students, and Counseling staff. Must be a visible



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student advocate within the leadership team. Ensure alignment, clarity and effective communication across senior administration.

- **Mission Alignment:** Deep appreciation and understanding of the school's specific mission, culture, and values, and the ability to model those values daily for both students and faculty.
- **High Integrity and Discretion:** Absolute commitment to confidentiality and ethical conduct, especially when handling sensitive student records, discipline matters, and faculty evaluations.
- **Internal Liaison:** Act as a confidential "sounding board" for faculty and staff, identifying culture trends or morale issues before they reach a crisis point.
- **Leadership Development:** Assist in the search, hiring, and onboarding process for senior administrative roles.

### **Governance and Board Liaison**

- **Board Relations:** Partner with the Board of Trustees. Prepare agendas, manage committee materials, and ensure the Board is equipped with the data needed for governance.
- **Meeting Facilitation:** Design and facilitate Senior Leadership Team meetings, ensuring they remain focused on strategic goals rather than just tactical updates.

### **Education and Experience**

- Master's Degree (minimum) in Educational Leadership, Administration, Curriculum Development, Business Administration or a related field. An Ed.D. or Ph.D. or JD preferred.
- Minimum 3–5 years of successful classroom teaching experience.
- Minimum 5–8 years of senior administrative experience.
- Proven experience working within the culture and governance structure of an independent, non-profit school environment.
- A proven track record of leading and managing change initiatives or large-scale, multi-year strategic projects (e.g., schedule redesign, curriculum review, accreditation)

**Compensation Range:** \$170,000 - \$190,000



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### **To Apply**

Please submit a **resume** and **cover letter** to:

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

and

Amanda Gastel, Placement Counselor  
Carney Sandoe & Associates  
[amanda.gastel@carneysandoe.com](mailto:amanda.gastel@carneysandoe.com)

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



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