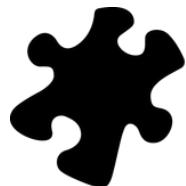


ASSOCIATE HEAD OF SCHOOL

Start Date: July 2026

Viewpoint School

Calabasas, California | viewpoint.org



**Carney
Sandoe
& ASSOCIATES**

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.

At a Glance

 **1961**
established

 **1,200**
total enrollment

 **90**
zip codes represented

 **54%**
students of color

 **151**
total faculty and staff

 **\$26M**
endowment





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



18 years

average faculty
tenure



19%

students receiving
aid



150

interscholastic
athletic teams



\$8M

financial aid
awarded



\$63M

annual operating
budget



40 acres

campus size



Carney
Sandoe
& ASSOCIATES

carneysandoe.com

03

OVERVIEW

Viewpoint School is a vibrant TK-12 learning community of 1,200 students located in the foothills of the Santa Monica Mountains in Calabasas, CA. Upon entering the campus, one sees Viewpoint's mission of *creating exceptional readiness for extraordinary futures* at the center of its curriculum, and indeed, its culture. Head of School, Mark McKee, has led this exceptional school to new heights over the past decade and built a curriculum centered on world readiness through academic depth, inspired leadership, global citizenship, and resilient identity. At Viewpoint, faculty, staff, and the leadership team are valued, supported, and committed to elevating the educational experience for all students. Of note, for the past three years, Viewpoint has been named by @bestcompaniesgroup as one of the Top 100 Workplaces in Southern California and is the only school to hold this honor.

Viewpoint's history dates to 1961 when it opened its doors to 24 students on a small campus in Encino, CA. From its founding, Viewpoint has been focused on impacting students through a combination of academic richness and holistic development. The campus of today in Calabasas, CA, is extensive and well equipped to deliver an impactful experience for each student and each family. Located within 30 miles of Los Angeles and bordered by Woodland Hills, Topanga, and Malibu, the school is an enclave unto itself, within a beautiful setting surrounded by California Oak Trees. Viewpoint's reputation as a leader in independent school education continues to develop both locally and nationally.



With the recent announcement of Associate Head Bob Bryan's retirement at the end of the 2025-26 school year, Viewpoint is seeking an experienced educational leader to serve as its next Associate Head of School beginning in July 2026. This is a senior, high-impact leadership role at a moment of strength and forward momentum for the institution. Working in close partnership with Head of School, the Associate Head serves as the academic leader of the School and a primary thought partner to Mark McKee. The position carries significant authority and responsibility for advancing the School's mission and World Ready Promise, strengthening coherence across divisions, driving key strategic initiatives related to academics, and long-term organizational planning, including delivering on Viewpoint's Strategic Vision for its 75th anniversary in 2036. Operating in a high-touch, relational community, Viewpoint is seeking an Associate Head who will bring seasoned judgment, represent the School with credibility and confidence, and collaboratively support the future work and growth of the school.



OPPORTUNITIES AND CHALLENGES

Under the long-standing leadership of Head of School Mark McKee, Viewpoint has clarified its mission, strengthened its culture, and built a cohesive TK–12 identity. The School is now poised for its next phase of growth, with strategic initiatives emerging across academics, philanthropy, facilities, and long-term organizational planning outlined in the school's ambitious 2036 strategic vision.

Working closely with the Head of School, the Associate Head will serve as the academic leader of Viewpoint. With division heads reporting to this role, the position carries meaningful authority to advance the World Ready Promise and ensure alignment between mission, programs, and practice. The Associate Head of School will embrace a culture of continuous improvement rooted in tradition and foster a community of belonging. A central challenge will be further uniting a strong leadership team during a period of transition and supporting new division heads while deepening cross-divisional collaboration and consistency.

The Associate Head must bring independent judgment, executive presence, and the ability to extend the Head's leadership capacity—freeing time for strategic priorities while representing the School with credibility. This is a high-touch, relational community, requiring emotional intelligence, political savvy, and a steady, seasoned leadership presence.



QUALITIES AND QUALIFICATIONS

The successful candidate will be a seasoned independent school leader with the experience, gravitas, and relational skill to lead at the highest level.



Professional Qualifications

- Senior leadership experience in independent schools, with significant responsibility and scope;
- Deep understanding of PreK–12 education and the credibility to serve as the School's academic leader;
- Demonstrated success aligning divisions, departments, and people around shared strategic goals;
- Experience as an academic leader and deep knowledge of current best practices and innovation in curriculum and pedagogy, preferably across multiple school divisions;
- Exceptional interpersonal skills and the ability to communicate with inspiration and clarity across a wide range of audiences and to adeptly listen;
- Documented history of transforming organizational culture in a sustainable manner, contributing to a welcoming and inclusive community;
- Personal and professional commitment to diversity, equity, and inclusion and the requisite skillfulness to support student and faculty growth in this area and to facilitate critical conversations in the design of more inclusive curriculum and programs;
- Experience with recruiting, hiring, supporting, retaining, and leading talented, diverse, and mission-aligned faculty and senior leadership;
- A history of thoughtful innovation informed by research and data and moderated by a skillful and sensitive approach to change;
- A strong record of faculty recruitment, development, and evaluation within a culture of continuous improvement;
- Comfort engaging with governance and representing the School internally and externally.



Leadership Style and Personal Qualities

- A relational leader who brings empathy, self-awareness, and emotional intelligence to complex community dynamics;
- A spirit of curiosity that fuels the pursuit of evolving best practices and current research on curriculum and pedagogy; a commitment to continuous learning;
- Eagerness to engage actively with students, faculty, parents, and alumni and willingness to prioritize visibility amidst the demands of a busy professional schedule;
- The ability to navigate complexity, in part through effective prioritization, delegation, and management of systems and attention to detail;
- A history of thoughtful innovation informed by research and data and moderated by a skillful and sensitive approach to change;
- Executive presence, sound judgment, and the confidence to lead in the Head's absence;
- A collaborative, ego-free leadership style paired with the courage to offer independent perspective and thoughtful challenge.



LEARN MORE

- [School Website](#)
- [Vision and Values](#)
- [School Profile](#)
- [About Calabasas, California](#)





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, including a supervisor from a previous role, with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

BURKE ZALOSH
Consultant
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DARRYL J. FORD, PH.D.
Vice President, Education Leadership Services
darryl.ford@carneysandoe.com

The full-time equivalent salary range for this position is \$230,000-\$290,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.



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