



Burke's

EDUCATE, ENCOURAGE & EMPOWER GIRLS

ASSOCIATE HEAD OF SCHOOL
Start Date: July 2027

Katherine Delmar Burke School

San Francisco, California | burkes.org



**Carney
Sandoe**
& ASSOCIATES

MISSION STATEMENT

Burke's mission is to educate, encourage, and empower girls. Our school combines academic excellence with an appreciation for childhood so that students thrive as learners, develop a strong sense of self, contribute to community, and fulfill their potential, now and throughout life.

At a Glance



1908
established



~400
total enrollment



48%
students of color



93
total faculty and staff



6:1
student-faculty ratio



OVERVIEW

About Katherine Delmar Burke School (Burke's)

Burke's is an independent K-8 gender-inclusive all-girls' school located on a 3.5-acre campus in San Francisco. It is one of California's leading elementary schools with a 115-year tradition of educational excellence. The school's mission is to educate, encourage, and empower girls, and it combines strong academic and co-curricular programs with an emphasis on project-based learning and personal growth in a diverse and inclusive community. Burke's emphasizes the development of fundamental and higher-level critical thinking skills in an atmosphere of creativity, exploration, academic rigor, and joyful learning.

About the Position

Three years ago, in thinking through how to best structure its leadership team, Burke's Head of School, Michele Williams, oversaw an internal process that led to the promotion of its Lower School Director at the time, Alice Moore, into a newly created Associate Head role. After the 2026-2027 year, Alice is retiring, and will complete her 14-year tenure at the school – resulting in this opening.

The Associate Head of School serves as a senior strategic thought partner with the Head of School and as a collaborative leader with academic and other administrators. The foundational responsibility of the Associate Head is to supervise the Division Directors and the Director of Curriculum and Innovation, provide oversight for the academic program and other strategic initiatives, and support the day-to-day operations of the school. The Associate Head of School will ensure a curricular program that is mission-aligned and innovative.

The Associate Head reports directly to the Head of School.



OPPORTUNITY DETAILS

The Associate Head role at Burke's is designed as a "clear #2." As such, the roles and responsibilities are myriad, and the school seeks a leader who has both the experience, confidence, and judgment to know what's needed and someone who will work in close partnership with the school's Head, Michele Williams.

A selection of the roles and responsibilities from the job description are as follows:

Lead the Academic Administrative Team

- Supervise the Division Directors, Director of Curriculum and Innovation, and Civic Engagement and Learning Coordinator.
- Drive and coordinate the work of the Academic Administrative Team, including ensuring strong oversight of the academic program and designing and developing cohesive faculty/staff professional development
- Partner with the Director of Diversity, Equity, Inclusion, and Belonging to ensure that curriculum, pedagogy, and Parent Education programs reflect Burke's commitment to anti-racism and community belonging.



Facilitate Employee Hiring, Growth & Retention

- Oversee the hiring, onboarding, and retention practices of the school, in coordination with Division Directors, New Employee Coordinator, and Human Resources.
- In collaboration with the Division Directors and Director of Curriculum and Innovation, continue to develop, refine, and ensure a meaningful Faculty Professional Growth System, including a review of the system every four years.

Oversee Strategic Initiatives and accreditation process

- Implement and track Strategic Plan initiatives.
- Steer the school's cyclical accreditation process in partnership with the Head of School and other relevant school leaders.
- Present to the Board of Trustees regularly on curricular and strategic initiatives.
- Work with members of the Administrative Team to process community surveys, standardized testing, and other data as needed and appropriate to identify potential action items.
- Act as researcher and practitioner, gaining knowledge of the broader educational landscape and bringing best practices to the forefront

Participate in all-school events and structures

- In support of the work of each Division Director, attend parent meetings as appropriate and necessary.
- Attend key events in place/in addition to the Head of School and stand in for the HoS in their absence.
- Collaborate on the design and facilitation of extended, reflective, and generative senior leadership meetings and retreats at the beginning, middle, and end of the school year.
- Collaborate closely with the Head of School on initiatives and decisions that affect the school community.



\$36.5M

endowment



\$25M

annual operating
budget



3.5 acres

campus size



\$3.54M

Collaborative Tuition
(Financial Assistance)
Budget



\$364,000

Additional financial
support beyond tuition



28%

students receiving
needs-based
collaborative tuition

QUALIFICATIONS AND PERSONAL ATTRIBUTES



Professional Qualifications

- Successful senior leadership experience in an independent school
- A depth of knowledge of current best practices in K-8 curriculum
- A visionary leader with experience implementing a strategic plan
- Demonstrated success recruiting, developing, retaining, and supporting exceptional faculty and staff
- Experience building and sustaining a collaborative team approach characterized by trust, transparency, and shared responsibility
- Ability to serve as a compelling ambassador, communicator, and relationship-builder with families
- Appreciation and passion for a child-centered, all-girls' environment where every student is well-known



Leadership Style and Personal Qualities

- A joyful presence with a genuine desire to engage with all members of the community.
- A skilled manager of people: authentic, warm, and approachable with exceptional listening skills, patience, and empathy
- The ability to build trust and strengthen relationships across the community
- A collaborative leader who empowers others and builds unity and teamwork
- Eagerness to be visible and to engage across the daily life of the School
- Confidence to make difficult decisions while valuing collaboration, transparency, and input
- Curiosity, adaptability, and a strong desire to become a member of the Burke's community
- Dedicated to learning and growing as a professional

LEARN MORE

- [School Website](#)
- [Strategic Plan](#)
- [Inclusivity and Belonging](#)
- [Educational Philosophy](#)
- [High School Matriculation](#)
- [About San Francisco, California](#)

Burke's does not sponsor employment visas. Being authorized to work in the U.S. is a precondition of employment.

Compensation

Burke's offers competitive compensation based on prior experience and position requirements. Comprehensive benefits are provided. More information about the school can be found on the website at www.Burkes.org.

Equal Employment Opportunity Statement

Burke's is an equal opportunity employer and makes employment decisions on the basis of merit. School policy prohibits unlawful discrimination based on race, color, age, religion, national origin, sex (including pregnancy, childbirth, and related medical conditions), genetic information, physical or mental disability, medical condition, citizenship status, sexual orientation, gender identity, gender expression, marital status, military or veteran status, or any other consideration made unlawful by federal, state, or local laws.



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

JOHN FAUBERT

Consultant

john.faubert@carneysandoe.com

CAROLINE ERISMAN

Consultant

caroline.erisman@carneysandoe.com

The full-time salary range for this position is \$225,000-\$260,000. The starting salary is based upon, but not limited to, several factors which include years of experience, education background, and expertise.



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