



Assistant Head of School for Academics & Program

About the Park School

The Park School seeks an Assistant Head of School for Academics & Program to begin July 1, 2019. The Assistant Head for Academics & Program is a member of the School's senior administrative team providing focused, strategic leadership to strengthen Park's student-centered PK - Grade VIII curriculum and instruction. The Assistant Head for Academics & Program partners with the Head of School on a variety of initiatives and is singularly responsible for leading key aspects of the School's academic and instructional programs.

Founded in 1888, Park is a leading PK - Grade VIII independent school located on a 34-acre campus in Brookline, Massachusetts. We are a close-knit community that benefits from a diverse body of approximately 540 students and over 130 passionate faculty and staff. Our community is distinguished by genuine and warm relationships between students, teachers, and families and by small class sizes at all levels.

Park is committed to being a diverse, metropolitan, co-educational, day school. The School does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, gender identity, and expression, or family composition. Central to our mission is an appreciation of similarities and differences of perspective and the interdependence of all people. As a family school, our community is one in which the dignity of each child, teacher, and parent is respected.

Roles & Responsibilities

- In partnership with the Head of School, lead the implementation of the academic aspects of Park's 2018 Strategic Plan
- In partnership with the Head of School and Division Heads, plan and execute Park's transition from a three-division PK-2, III-V, and VI-VIII program to a two-division PK-IV and V-VIII program
- In partnership with the Head of School and Division Heads, lead the hiring process for all faculty, academic staff, and academic administration positions
- In partnership with the Division Heads & Department Chairs, lead Park's ongoing process of curriculum and instruction review and renewal
- In partnership with the Division Heads, oversee the faculty supervision and evaluation process
- In partnership with the Division Heads, coordinate the faculty, staff and administration professional growth and development program
- In partnership with the Head of School and Assistant Head of School for Finance and Operations, regularly evaluate and refine the academic operating expenses of the School with an eye toward strengthening the School's student-centered and mission directed programs

- In partnership with the Head of School and Director of Equity & Inclusion, ensure that Park's hiring and retention practices foster a culture of equity and inclusion and allow Park to retain an excellent and energized faculty
- In partnership with the Director of Equity & Inclusion and Division Heads, ensure that Park's curriculum demonstrates a purposeful and effective multicultural approach and that Park's instructional practices demonstrate the best in culturally responsive teaching
- In partnership with the Head of School, Director of Marketing & Communications and Division Heads, clearly define and communicate the academic and instructional vision of the School to internal and external constituency groups
- In partnership with the Head of School and Administrative Team, coordinate and lead the School's accreditation process
- Supervise various departments and departmental leaders
- Serve on the senior administrative team and the School's emergency response team
- Lead specific initiatives as determined in collaboration with the Head of School

Qualifications

- An advanced degree and a minimum of five years of administrative experience leading curricular and instructional change
- Experience as a division head preferred
- Demonstrated depth of knowledge and skill regarding student-centered curriculum and pedagogy, applied learning, social-emotional learning, project-based instruction, and competency-based teaching and learning
- Demonstrated dedication to multiculturalism, equity, and inclusion in school settings with a record of accomplishment
- Strategic thinking skills with a record of accomplishment in the implementation of change initiatives within progressive, student-centered schools
- Community building skill set and the capacity and an interest in working with a broad spectrum of professional learners
- Strong leadership and interpersonal skills, allowing one to work effectively with colleagues, parents, and students
- Strong oral and written communication skills, including public speaking
- A desire to work with colleagues, students, and parents in a Pre-K - VIII school environment
- Ability to work collegially with multiple constituencies
- Strong organizational skills
- A sense of humor
- A growth mindset
- Independent school experience

Expected Hours of Work

- A full-time exempt position that requires occasional evening and weekend work and requires active engagement in the life of the School community

Travel

- Some out-of-the-area and overnight travel may be required

Application Information

- Please visit the [Employment Page](#) to complete an application and upload your resume, cover letter, educational philosophy statement, and names of references.
- Competitive salary and benefits, including a strong professional development program, will be commensurate with qualifications and experience. The Park School welcomes candidates who will add to the diversity of our community and who have demonstrated a commitment to diversity, equity, and inclusion in their teaching and learning.
- The Park School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, gender identity and expression or family composition or any other status protected by applicable law in the administration of its employment, education, admission, financial aid, and other policies and programs.