

**BROOKLYN FRIENDS SCHOOL
UPPER SCHOOL HEAD
Job Description**

The Upper School Head reports to the Head of School, is a member of the Administrative Team, and takes leadership responsibility and accountability for all activities involving students and faculty in the division. Faculty assigned to the Upper School, the Upper School Leadership Team and the Upper School Administrative Assistant report to the Division Head.

Overall Tasks

- Maintain, and lead the culture of the Upper School learning community and its challenging educational program in accord with the school's mission, Quaker values, and Friends practice.
- Take a primary role in promoting learning, building a sense of community, and meeting the academic, aesthetic, and affective needs of Upper School students.
- Establish and articulate a vision and identity for the Upper School that engages students, faculty, and parents.
- Be an active, effective, visible, and friendly presence in all areas of the Upper School dealing with routine and extraordinary issues as they arise.
- Promote diversity goals, initiatives, and policies in line with the school's vision and Quaker values.
- Oversee the accurate and timely maintenance of student records and transcripts.
- Support and manage the guidance system; supervise the work of the healthcare professionals and learning specialists with students.
- Maintain congruence between the school's mission and all activities of the Upper School
- Ensure that the Head of School is regularly and promptly informed about the division's general programs, activities, and problems.
- Work collaboratively with the other division heads to ensure that BFS is one school.

Curricular/Co-Curricular Program

- Work collaboratively and creatively with department heads and individual faculty to ensure that the division's curriculum appropriately challenge and meet the needs of the Upper School students.
- Engage the faculty in regular ongoing review and evaluation of the curriculum. Maintain an up-to-date knowledge base and familiarity with the central issues and research areas encompassed by the division's curriculum.

Faculty and Staff

- Organize and support high-quality professional development opportunities that are focused, aligned to the division's goals, and support effective teaching.
- Listen actively to individual and collective faculty concerns and seek solutions.
- Conduct regular meetings with the Upper School faculty that both address routine matters and include the exchange of ideas on issues of educational/ philosophical interest and concern.
- Lead decision-making processes that seek unity among all participants, in the manner of Friends.
- Serve as the final evaluator of divisional faculty members in collaboration with relevant department chairs.
- Take responsibility for ensuring, thorough regular evaluation, that faculty members perform assigned duties.
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.
- In collaboration with other Division Heads, work with the Head of School in the Head's evaluation of school-wide administrators.
- Directly supervise, support, and evaluate divisional administrators.

Parents

- Take leadership responsibility for all Upper School parent communications (written, printed, and online) and provide information and excitement regarding the activities and the program throughout the division at various grade levels through the Parent Portal (maintained by the Divisional Administrative Assistant).
- Meet regularly with Divisional PAT parent leaders to make sure they are informed about general academic and behavioral policies and the specific division-related events and programs that affect students.
- Listen and respond to individual parent concerns. Work with parents to resolve issues related to their students.

Students

- Listen to and respond substantively to student concerns on a timely basis.
- Support students in their efforts and achievements in academics, the arts, athletics, Quaker life, diversity initiatives, and service learning.
- Oversee all divisional Grade Level Meetings.
- Cultivate student leadership and moral development.
- Oversee the effective ongoing development and implementation of disciplinary systems.

Daily Operations and Ongoing Events

- Accountability for the smooth, efficient, and friendly operation of the division on a daily basis.
- In collaboration with the school schedulers, make sure that student schedules, faculty schedules, and the scheduling of courses are maximally free of conflicts within the bounds of the school's master schedule.
- Oversee the accurate and timely maintenance of student records and transcripts.
- Organize special events such as Curriculum Night and Parent Conference Days.
- Ensure, on a daily basis, that classes of absent teachers are covered.

Budget

- Work collaboratively with the Chief Financial Officer and the Head of School to formulate and monitor the operating budget of the division.

Admissions and Re-enrollment

- Articulate the strengths of the division to prospective parents in group presentations and individual discussions at Admissions Open Houses.
- Collaborate with the Director of Enrollment on the development of new initiatives that address the transition of students and families between divisions.
- Actively support the efforts of the Head of School and Director of Enrollment to increase the continued matriculation within the Upper School.

Interdivisional and All-School Responsibilities

- Advocate for the Upper School within the all-school community.
- Communicate early and often with fellow division heads and the Head of School about anything happening at the division that might affect the school's other divisions; be mindful that changes to policies, plans, and curricula may have intended or unintended impact.
- Under the leadership of the Head of School, work collaboratively with other division heads to ensure an equitable distribution of the school's resources that maximizes benefits for all BFS students and faculty.
- Serve as a member of various School-Wide Committees.

Applicants should send their resume and cover letter to usheadsearch@brooklynfriends.org

March 12, 2018