

Assistant Head of the Upper School for Academics Position Description

Brooklyn Friends Schools seeks an Assistant Head of the Upper School for Academics to begin work for the 2018-2019 academic year. The Assistant Head will help lead and support the Upper School faculty and oversee BFS's vigorous academic curricula, including our International Baccalaureate program. The Assistant Head will report to the Head of the Upper School and serve as a core member of the Upper School leadership team.

Primary responsibilities include:

1. Overseeing, in collaboration with department heads, curriculum design, review, and implementation for all departments within the Upper School. This includes ongoing development, articulation, and periodic review of the Upper School's academic program in consultation with the Departments of Diversity, Equity, Justice, and Civic Engagement and in the context of recent NYSAIS and Quaker Self-Study recommendations.
2. Overseeing, adapting, and developing the International Baccalaureate program for grades 11-12, and ensuring the successful alignment of the IB curriculum with the full US academic program. This includes direct supervision of and support for the IB Coordinator.
3. Facilitating the integration and assessment of classroom applications of technology, in conjunction with the Chair of the Academic Technology Department and faculty.
4. Coordinating faculty hiring, management, and evaluation, in partnership with Department Chairs and BFS administration.
5. Leading a robust goal setting and professional development program for faculty and staff.
6. Managing and supporting the Upper School's Learning Specialist and academic support programming.
7. Reading of and trend analysis for all student progress report data.
8. Partnering with the BFS Enrollment Office to set enrollment strategy and goals, shape admissions criteria, support admissions core processes, and play an active role in promoting BFS to prospective students and families.
9. Serving as a representative of the Upper School's academic program to internal and external audiences, and at various regional, state, and national associations and conferences.
10. Serving as a member of the Upper School senior leadership team. In partnership with the Head of the Upper School and the Assistant Head for Student Life, this will include addressing complex issues with students and their families, developing

programming to address emergent systemic issues, providing thought partnership and substantive support to the US Head, leading special projects, and ensuring the overall well-being of the Upper School community.

We seek an Assistant Head for Academics who possesses:

1. An advanced degree in a relevant field and a strong record of classroom teaching and academic leadership.
2. Significant leadership experience with curriculum design, implementation, and evaluation.
3. Experience with and knowledge of the International Baccalaureate program, including academic and administrative requirements.
4. Experience managing and developing faculty and staff, particularly in an academic setting.
5. Project management skills, including disciplined and precise follow-through on multiple projects and initiatives that may involve a range of participants and interested parties.
6. Excellent interpersonal skills, including cultural competency to interact sensitively and effectively in a diverse community of students, parents/guardians, faculty, alumni/ae, staff, and other BFS colleagues.
7. Effective organizational skills.
8. Professional writing and public speaking skills across a variety of settings and audiences.
9. An appreciation for the ideals of Quaker philosophy and Brooklyn Friends School's mission. Comfort with Quaker worship, values, and decision-making practices is essential.
10. Proficiency with academic technology.
11. Impeccable judgment and discretion.
12. Deep knowledge of and appreciation for the unique social-emotional developmental needs of teenaged students.
13. Ability to support, navigate, and help lead initiatives for equity and inclusion in a community of children, families, faculty, and alumni/ae of diverse identities and cultural backgrounds.
14. The ability to remain unflappable across a variety of contexts that require integrity, good humor, savvy, perspective, and poise.
15. Familiarity with independent schools.

Please submit a resume and letter of interest to:

Larry Weiss
Head of School
Brooklyn Friends School
116 Lawrence Street
Brooklyn, NY 11201
assistantheadposition@brooklynfriends.org

cc: dbarrett@brooklynfriends.org

About Brooklyn Friends School:

Brooklyn Friends School, founded in 1867, draws upon its Quaker heritage to educate students within the context of a challenging academic program and a caring, supportive community. An independent, coed day school, BFS enrolls more than 850 students from preschool through 12th grade, including 200 students in the Upper School.

Our student body reflects the racial, economic, ethnic, and religious diversity of New York City. Students of color comprise 40% of the Upper School student body, and Upper School students travel to school from all five boroughs of the city, as well as New Jersey. Fifty-two percent of Upper School students receive need-based financial aid.

In September 2016, our Upper School community relocated to its new home, built out to our ambitious specifications, and providing the physical environment that now truly reflects the extraordinary potential of our students, faculty, staff, and academic and extracurricular programming.

Our Mission:

Guided by the Quaker belief that there is a Divine Light in everyone, Brooklyn Friends School cultivates an intellectually ambitious and diverse community that celebrates each individual's gifts. We challenge our students to value and embrace difference as they develop critical thinking skills and apply their knowledge and intelligence both in and out of the classroom. In this rich learning environment, we inspire all members of our community to voice their convictions, to discover and pursue their passions, and to seek truth. Our graduates are compassionate, curious, and confident global citizens who let their lives speak in the spirit of leadership and service.

