



BROOKLYN FRIENDS SCHOOL

Assistant Head | Upper School

Brooklyn Friends School (BFS), a thriving PreK-12 grade school located in vibrant Downtown Brooklyn, seeks a passionate, experienced educator to serve as Assistant Head of Upper School (AHOUS). The Upper School assistant head will help to ensure that all BFS students graduate as self-reliant, resourceful learners well-equipped to succeed in a vigorous college academic environment. To achieve this, the AHOUS will focus on facilitating the daily administrative duties of the division; work in close collaboration with the Head of Upper School to facilitate teaching and learning teams within and across disciplines; help to manage our innovative, interdisciplinary *Academic Pathways Program*, which offers a BFS diploma after the successful completion of an open curricula or a BFS diploma and an IB diploma after the successful completion of the International Baccalaureate Diploma Programme.

Guided by our [mission](#) and [Upper School Guiding Principles](#), the BFS high school provides a dynamic, vigorous learning environment that cultivates compassionate, intellectually curious, and confident changemakers.

PREFERRED PROFESSIONAL QUALITIES

This position reports to the Head of Upper School, and it is a 12-month position.

- Works with the Head of Upper School on all academic areas to establish effective collaborative partnerships amongst administration, faculty, staff, students, and families.
- Demonstrates clear, strong, interdisciplinary, progressive, constructivist, and emotionally responsive educational beliefs.
- Demonstrates experience working with teachers to teach for *understanding* and understands how to use multiple methodologies, especially experiential and/or project-based learning.
- Helps the Head of Upper School to facilitate intra-divisional and cross-divisional exchanges to plan vertically across grades 9-12 and grades PreK-12.
- Understands how to facilitate design labs, partnerships, and/or Professional Learning Communities engaged in the core of professional learning, i.e., in the principles “learn, practice, reflect,” create.
- Demonstrates attention to detail while keeping an eye on departmental and whole-division vision.
- Coordinates and collaborates with various offices within the school including Enrollment and Facilities.
- Collaborates with the Upper School Administrative Assistant on all matters pertaining to the effective running of the school.
- Manages all aspects of substitution when necessary,
- Coordinates and oversees the International Baccalaureate program.
- Oversees and coordinates all on-site testing including the PSAT.

- Prepares all data pertaining to class lists and grouping of classes before entering in scheduling software, and responsible for all course sign-ups.
- Oversees the academic schedule.
- Understands the breadth and depth, time and commitment needed to serve as the assistant leader to a secondary school division.

REQUIRED PROFESSIONAL QUALITIES

- Bachelor of Arts required.
- Master of Arts in education administration preferred.
- Professional dedication to progressive education, the division, and the whole school.
- Strong commitment to social justice, anti-bias education, and Quaker values.
- Understanding of the International Baccalaureate program.
- Exceptionally strong written and verbal communication.

REQUIRED PERSONAL QUALITIES

Demonstrates . . .

- Genuine ability and desire to work across difference (intellectually and socially).
- Respect for the life of the child.
- Joy and a respectful sense of humor.
- Compassion, integrity, and open-mindedness in all interactions.
- Collegiality, approachability, flexibility, and adaptability.
- An interest in and willingness to use new and different educational approaches.
- Consistently strong, respectful, and gracious interpersonal and communication skills.
- An ability to partner and collaborate across professional statuses, i.e., with all colleagues (e.g., security, maintenance, administrators, families, student body, local and national independent school community).

To apply, please provide the following:

1. Cover letter addressed to Lisa Arrastia, Head of Upper School. The letter should describe your interest, experience, and commitment.
2. Statement of Educational Philosophy.
3. Curriculum Vitae.
4. List of three references with contact information.

Email the above as attachments to **assistantheadposition@brooklynfriends.org**. Only electronic applications will be accepted. Thank you.