



# Head of Upper School

## OVERVIEW

Brooklyn Friends School (BFS), a thriving PreK-12 grade school located in vibrant Downtown Brooklyn, seeks a visionary leader to serve as Head of Upper School (HoUS) and guide a vibrant community of 210 students and 45 colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our collective work. Guided by our [mission](#) and [Upper School Guiding Principles](#), BFS provides a dynamic, vigorous learning environment in which a grades 9-12 academic program that cultivates compassionate, intellectually curious, and confident changemakers.

Leading and working with dynamic and engaged colleagues, the Head of Upper School is charged with overseeing the day-to-day operations of the Upper School as well as articulating a clear and compelling vision for the future. With immensely talented colleagues, committed families, meaningful curricular program, and a community that believes in a values-actionable educational experience, Brooklyn Friends is in a uniquely positive position, with a deeply-rooted identity and mission combined with a genuine openness to the possibilities that lie ahead. As a school guided by Quaker principles of Equity, Peace, Stewardship, Simplicity, and Integrity, and Community, the HoUS 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 HoUS will focus on leading an illustrious and vibrant faculty and leadership team while also managing 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. This informed leader is one who is poised and inspired to work collaboratively, creatively, and decisively with a solid leadership team ready to inform and shape the contemporary identity of our school within New York City and beyond.

The Upper School Head reports to the Head of School, is a member of two Leadership Teams, and takes primary 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.



## **PROFESSIONAL RESPONSIBILITIES**

### **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, colleagues, and families.
- 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, equity, and inclusion 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 teaching colleagues to ensure that the division's curriculum appropriately challenges and meets the needs of the Upper School students.
- Engage divisional colleagues 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.

### **Colleagues**

- 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 colleague concerns and seek solutions.



- Conduct regular meetings with Upper School colleagues 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 colleagues in collaboration with relevant department chairs.
- Take responsibility for ensuring, through regular evaluation, that divisional colleagues perform assigned duties.
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of teaching colleagues.
- 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.

### **Families**

- Take leadership responsibility for all Upper School family communications (written, printed, and online).
- Meet regularly with Divisional Brooklyn Friends and Family (BFF) 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 family concerns. Work with families to resolve issues related to their children.

### **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, equity and justice 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, colleague 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 Family Conference Days.
- Ensure, on a daily basis, that classes of absent colleagues 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 families 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 as part of the Academic Leadership Team (ALT) 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.

## **REQUIRED LEADERSHIP 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.
- Commitment to engage in collaborative approaches to assessing and refining the program



on an ongoing basis

- Ability to view challenges and problems as opportunities for growth and transformation
- Modeled skills that reflect effective and meaningful teaching
- Commitment to stay current with educational research and best practices
- Ability to reflect earnestly and celebrate mistakes as opportunities for learning and positive change
- Compassion, integrity, and open-mindedness in all interactions.
- Collegiality, approachability, flexibility, and adaptability.
- Consistently strong, respectful, and gracious interpersonal and communication skills.
- An ability to partner and collaborate with all community members.

**To apply, please provide the following:**

1. Cover letter addressed to Crissy Cáceres, Head of School.
2. Statement of Educational Philosophy.
3. Curriculum Vitae.
4. List of four references with contact information.

**Email the above as attachments to [housposition@brooklynfriends.org](mailto:housposition@brooklynfriends.org). Thank you!**

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