

**BROOKLYN FRIENDS SCHOOL**  
BROOKLYN, NEW YORK



START DATE

**JULY 1 2025**



POSITION STATEMENT

**HEAD OF MIDDLE SCHOOL**

*Learning Community*

## Our Quaker Identity & School Pillars

### QUAKERISM

Grounded in the belief in the Inner Light of every person, BFS centers its Quaker identity in all we do. The six testimonies of Quakerism - Simplicity, Peace, Integrity, Community, Equality, and Stewardship - provide the foundation of a BFS education and inform the three pillars of our school.



#### 01. Diversity, Equity & Belonging

Deeply informed by our Quaker identity and the Inner Light within each person, DEB is paramount to the BFS experience. Values of equity, community, wholeness, imagination, learning and justice enacted in authentic ways through the collective responsibility we hold in our hands. The DEB office explores various aspects of diversity through three different lenses: Comprehensive, Intersectional, and Power & Privilege.

#### 03. Wholeness & Wellbeing

Recognizing the ever-changing and unique challenges our students face in society, BFS added a third pillar in 2023 to center the dignity and wellbeing of each person in our community. A data-informed approach to mental health and tools for resilience animate this critical new pillar.

#### 02. Global Social Impact

As a private school with a public purpose, BFS' approach to social impact on a local and global scale is grounded in Care, Accountability, Reciprocity and Equity (CARE). This approach encourages students to see themselves as agents of change, partner with organizations and leaders in the community, and use the experience of service and civic engagement to respond to inequities and injustice impacting our local and global communities.



From BFS, I will take the Quaker values of inclusivity and compassion. **These ideals are now rooted in my being.** This has empowered me to take action on social justice issues. I absolutely plan on continuing my involvement in social justice issues after high school, and BFS taught me that value.

**BFS Alum, Class of 2022**

## The Position

**With immensely talented colleagues, committed families, a 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.**

At Brooklyn Friends School, we utilize the words *Learning Communities* instead of *Divisions*, which best align with the ethos and Quaker identity of our school. The next Head of Middle School Learning Community is poised and inspired to work collaboratively, 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.



As a school guided by Quaker values of Simplicity, Peace, Integrity, Community, Equity and Justice, and Stewardship, the Leader will help to ensure that all BFS middle school students, as new adolescents, are actively prepared for upper school, and that Quaker values walk hand-in-hand with strong academics. In addition to overseeing the day-to-day operations of the Middle School Learning Community, the Leader will demonstrate:



### **PARTNERSHIP**

Lead and partner with an illustrious and dynamic faculty and leadership team



### **VERSATILITY**

Quickly shifting from ground level to 30,000 feet, the leader thrives in a high-energy and service-oriented environment



### **VISION**

Enthusiastically articulate and steward a clear and compelling vision for the future of BFS




### **INTEGRITY**

Identify opportunities and address challenges with confidence, curiosity, and grace




## Areas of Responsibility


### GENERAL & ALL SCHOOL




**Culture:** Maintain, lead and advocate for the culture of the MS and its challenging educational program in accord with the BFS mission, Quaker values, and Friends practices.




**Identity:** Establish and articulate a vision and identity for the MS that engages students, colleagues, and families.




**Presence:** Be an active, effective, visible, and friendly presence in all areas of the MS, including addressing routine and extraordinary issues as they arise.




**Communication:** Ensure prompt and regular communication with the Head of School, Assistant Heads of School, and fellow Learning Community Leaders regarding activities, challenges, and activities within the MS.




**Teamwork:** As a member of the BFS Leadership Team and Academic Leadership Team, collaborate with each to ensure an equitable distribution of the school's resources that maximize benefits for all BFS students and colleagues.




**Belonging:** Promote diversity, equity, and belonging goals, initiatives, and policies in line with the school's vision and Quaker identity.




**Policies:** Be mindful to changes in policies, plans, and curricula that may have intended or unintended impact within the school.




**Community:** Take a primary role in promoting learning, building a sense of community, and meeting the academic, aesthetic, and affective needs of MS students.




**Support Team:** Manage the guidance system and supervise the work of the healthcare professionals and learning specialists.



**Wellbeing:** Partner with the AHOS for Quakerism & Wellbeing to propose and develop systems for student and community care



**Participate:** Join and actively participate in various school-wide committees, efforts, initiatives and task forces.



**Budget:** Work collaboratively with the CFOO to formulate & monitor the MS operating budget.



## Areas of Responsibility

### SPECIFIC REALMS

**In addition to the overall responsibilities above, six specific realms of responsibilities are outlined below:**

#### **01** Students

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

#### **02** Curricular & Co-Curricular Program

- Work collaboratively and creatively with department chairs and individual teaching colleagues to ensure that the MS curriculum appropriately challenges and meets the needs of the Middle School students.
- Engage MS 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 learning community's curriculum.

#### **03** Families

- Take leadership responsibility for all MS family communications (written, printed, in-person, and online).
- Meet regularly with MS Brooklyn Friends and Family (BFF) leaders to make sure they are informed about general academic and behavioral policies and the specific learning community-related events and programs that affect students.
- Listen and respond to individual family concerns. Work with families to resolve issues related to their children, and communicate effectively and promptly with the Assistant Heads of School, Head of School, and other leadership team members.



## Areas of Responsibility

### SPECIFIC REALMS

---

#### **04** Colleagues

- Organize and support high-quality professional development opportunities that are focused, aligned to the learning community's goals, and support effective teaching.
- Listen actively to individual and collective colleague concerns and seek solutions.
- Conduct regular meetings with Middle 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 MS colleagues in collaboration with Middle School Leadership Team (Assistant Heads of MS and MS Admin Assistant)
- Take responsibility for ensuring, thorough regular evaluation, that learning community colleagues perform assigned duties.
- Make recommendations to the Head of School and Assistant Heads of School regarding the hiring, retention, and assignment of teaching colleagues.
- Directly supervise, support, and evaluate all MS colleagues.

#### **05** Admissions & Re-Enrollment

- Articulate the strengths of the BFS Middle and Upper School to prospective families in group presentations and individual discussions at Open Houses.
- Collaborate with the Director of Enrollment Management on the development of new initiatives that address the transition of students and families between learning communities.
- Actively support the efforts of the Head of School and Director of Enrollment Management to increase the continued matriculation from the LS and into the US program.

#### **06** Daily Operations & Events

- In collaboration with the school scheduler, 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 that classes of absent colleagues are covered.



## Qualifications & Characteristics Sought

BFS seeks candidates who are curious, collaborative, and exhibit a growth-mindset where challenges are viewed as opportunities for growth and transformation. Joy, humor, and authenticity are celebrated in our BFS community.

I see BFS in my kids when they engage with people in the world. It's in how they speak and treat others. **They are kind.**

**Current BFS Parent**

- Commitment to engage in collaborative approaches to assessing and refining program on an ongoing basis
- Genuine ability and desire to work across differences (intellectually and socially)
- Respect for the life and dignity of children
- Model skills that reflect an effective and meaningful teaching practice
- 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, both written and oral
- Ability and commitment to partner and collaborate with community members
- Previous all-school and/or middle school leadership experience highly preferred
- Graduate degree highly preferred



# POSITION STATEMENT

## HEAD OF MIDDLE SCHOOL

*Learning Community*



## Details & Process



### REPORTING STRUCTURE

- This position reports to the Head of School and the Assistant Head of School for Educational Program & Professional Growth
- Direct reports include:
  - Assistant Head of Middle School
  - Middle School Dean of Students
  - MS Administrative Assistant
  - Grade-Level Coordinators (4)



### COMPENSATION & UNION STATUS

- This is a Non-Union position
- Salary Range: \$191,725 - \$212,500



*This salary range represents the expected **annual** salary range for this position. Ultimately, in determining pay, your education, experience, and other job-related factors will be considered. Colleagues may be eligible to participate in employment benefits including, but not limited to, health insurance, dental insurance, vision insurance, 403(b) retirement plan, life insurance and long-term disability insurance. Benefits are subject to change at any time, and are subject to applicable plan documents.*

## APPLICATION PROCESS

Please submit the following as a single PDF attachment to [hiring@brooklynfriends.org](mailto: hiring@brooklynfriends.org) and include **Head of Middle School Application** in the subject line. Qualified candidates will be contacted after materials have been reviewed.

1. Cover letter addressed to Crissy Cáceres, Head of School. Along with punctuating your interest and experience, your cover letter should also address how you feel that your professional journey aligns with our school's Quaker identity and our three pillars of Diversity, Equity, and Belonging, Global Social Impact, and Wholeness and Well-Being.
2. Statement of Educational Philosophy
3. Resume/Curriculum Vitae
4. List of four references (with emails, phone numbers, and relationship to you).  
References will not be contacted without advance permission.
5. Completed [online application](#).

**APPLICATION DEADLINE: JAN. 17, 2025**

*We appreciate your interest in employment at Brooklyn Friends School. We would like to note that BFS still holds a mandatory COVID-19 vaccination policy, which requires all colleagues to be fully vaccinated and provide proof of vaccination.*