



JOB TITLE: Assistant Head of School

REPORTS TO: Head of School

EMPLOYMENT STATUS: Full Time; 12 months; Salaried

CLASSIFICATION: Exempt

START DATE: July 1, 2022, or earlier by mutual agreement

The mission of Carden Arbor View School is to provide the highest quality education of the whole child using the Carden curriculum and philosophy - to educate with joy, growth, enthusiasm, dignity, and respect. We are a kind and joyful learning community where everyone is celebrated for who they are. We ignite students' strengths and passions in a safe and supportive learning environment rooted in the Carden method. We widen our students' perspectives, giving them the tools to know themselves and find success in the future of their choosing. All Carden Arbor View School staff must strive to create a professional yet welcoming environment, maintaining the school image, with both the internal and external population, demonstrating support for the school philosophy, mission and vision statements, the Carden curriculum and Carden methods. Visit www.cardenarborview.org to learn more about the school.

To apply: Please send as a single PDF document a cover letter discussing your qualifications and your interest in the position along with a resume, the names and contact information for at least five references, and a statement of educational leadership philosophy to Mary Fitzgerald at MFitzgerald@CardenArborView.org.

GENERAL SUMMARY:

The Assistant Head of School (AHOS) is the second in command to the Head of School and is responsible for the day-to-day operations of the school. The AHOS inspires others in the community to work together to solve problems and to move the school forward strategically and collaboratively. The AHOS oversees academic and programmatic articulation, ensuring consistency between the Lower School (grades K-5) and the Middle School (grades 6-8). The AHOS is the point person for faculty hiring, onboarding, professional development, and retention, ensuring a strong pipeline of talented and diverse candidates aligned with the school's mission and values. The AHOS also oversees all auxiliary programs, including the extended day, summer, afterschool, outdoor education, and athletics programs. In collaboration with the Head of School, the AHOS will directly supervise faculty and staff members, including goal setting and evaluation. The AHOS will serve as a thought partner for the Head of School and other members of the administrative team.

COVID-19:

Carden Arbor View School adheres to all laws and regulations of the state of California. We anticipate that all school employees will be required to be vaccinated for COVID-19 in order to be on campus effective July 1, 2022. Exemptions will be granted as required by law.

DUTIES AND RESPONSIBILITIES:

1. Direct the day-to-day internal operations of the school, including oversight of academics, auxiliary programs, student discipline, and health and safety.
2. Oversee the cohesion and consistency of the academic program by identifying strengths and gaps.
3. Lead searches, make hiring recommendations to the Head of School for faculty and staff positions, and manage the school's orientation program for new employees.
4. Oversee arrival, dismissal, lunch, break, and recess, ensuring appropriate coverage and student safety.
5. Conduct goal setting and evaluation meetings with faculty and staff, working with employees to set and achieve their goals.
6. Assign curricular and co-curricular duties for faculty and staff
7. Prepare and manage the school's master schedule and calendar.
8. Observe faculty and provide feedback.
9. Conduct regular meetings with faculty and staff that deal with routine school matters and other issues of interest.
10. Identify professional development opportunities to further the goals of the academic program.
11. Present occasional workshops to parents and faculty.
12. Chair the school's self-study process for accreditation and serve as the leadership team's representative to the school board's Diversity, Equity, Inclusion, and Belonging committee.
13. Ensure legal compliance with government regulations and maintain the standards established by agencies that examine and accredit the school.
14. Collaborate with the Director of Enrollment Management, the Director of Advancement, and the Communications Coordinator to create innovative ways to articulate the school's program to the broader community.
15. Arrange for outside contracted services (including transportation) for student education experiences such as outdoor education, field trips, and the cultural exchange program in Japan.
16. Organizes the logistics of school events such as Back to School Night, Family Day, Play Day and the Science Fair.
17. Arrange for classroom coverage necessitated by teacher absences or unexpected needs; manage substitutes; is the point of contact for faculty and staff calling off.
18. Respond to parent concerns promptly.
19. Support the mission and vision of the school and present the school and oneself in a positive manner.
20. Perform other duties as assigned.

COMPETENCIES:

1. Desire to work in a K-8 educational environment
2. Understanding of best practices in education for grades K-8
3. Deep knowledge of curriculum and pedagogy in elementary and middle school, including an understanding of how to map and align curriculum
4. Knowledge of child development for ages 4-14
5. Passionate commitment to creating safe, innovative, and joyful learning environments for both teachers and students
6. Understanding of how to conduct effective classroom observations coupled with the ability to both coach and supervise teachers
7. Exceptional oral and written communication

8. Ability to connect and collaborate with school constituents, including students, parents, faculty, staff, administration, and trustees
9. Strong commitment to the school's work in the areas of diversity, inclusion, equity, and belonging.
10. Highly organized
11. Maintaining confidentiality and privacy
12. Ethical conduct
13. Time management and the ability to multitask
14. Teamwork, collaboration, and leadership
15. Patience and flexibility
16. Empathetic listener
17. Ability to be deeply attuned to the school's culture, needs, and opportunities
18. Growth mindset
19. Sense of humor

QUALIFICATIONS:

1. Master's degree preferred, in education or a related field
2. At least seven years of experience in education, at least three of which have been in school administration, ideally in an independent school setting
3. Knowledge of or a willingness to learn the Carden approach to education
4. Familiar with Microsoft Office and Google Suite, Internet, e-mail, and Zoom
5. Ability to manage people and systems
6. Excellent analytical, organizational, communication and interpersonal skills
7. Ability to maintain confidentiality at all times with information pertaining to administration, teaching staff, trustees, parents, students, and controversial matters

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk, listen, handle, feel, and reach with hands and arms. This position is active and involves standing and walking. The employee may occasionally need to lift and/or move items under 20 pounds.

1. Ability to lift and/or move up to 20 pounds.
2. Ability to communicate orally and in writing.
3. Ability to listen and hear.
4. Ability to walk and/or stand for extended periods of time, some of which will be required to be outside.
5. Ability to bend, sit and stoop, kneel, or crouch.
6. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Carden Arbor View School is an equal opportunity employer that complies with federal, state, and local laws governing nondiscrimination in the workplace. All employment decisions are based on business needs, job requirements, and individual qualifications. Qualified applicants are considered for employment without regard to age, race, color, ancestry, disability, national origin, gender identity, sexual orientation, marital status, religion, and genetic information.