



Position Title Head of Upper School

Date Modified: September 2024

Reports to: Head of School

Classification: Exempt

Date: Starts July 2025

Objective:

To oversee all activities involving students, faculty, and staff of the Upper School. The Head of Upper School reports to the Head of School. In order to create a dynamic learning environment, division heads are charged with the comprehensive responsibility of all curricular, non-curricular, religious and life skills development and activities involving students and faculty of the upper school. In addition, the division head oversees the recruitment, hiring and supervision and evaluation of the upper school's instructional staff and support personnel.

Essential Duties and Responsibilities:

- Embraces the Episcopal Identity and Ethos of St. Francis Episcopal School
- Provide strategic leadership for the Upper School and maintain congruence between the school's mission and all activities of the Upper School.
- Act as the educational leader of the Upper School, responsible for day-to-day operation.
- Serve as the chief articulator of the Upper School's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles.
- Recognize and manage the balance between supporting the independence of faculty and overseeing curricular and programmatic coherence and consistency across grade levels, divisions, and departments.
- Observe and serve as a consultant to faculty in matters of development and implementation of curriculum, classroom management, teaching methods, and general school procedures.
- Conduct regular meetings with faculty which deal with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- Serves with the School chaplains to implement chapel programming and religious instruction that align with the school's place as a leader in Episcopal Schools and as a mission of St. Francis Episcopal Church.

- Establish and conduct regular meetings with the Director of Athletics and the Director of Fine Arts to ensure successful athletic and artistic programming for Upper School students, ensure healthy communication between departments, and facilitate building mutual understanding between faculty and coaches.
- Assist in the planning and presentation of school assemblies and programs and in maintaining a comprehensive calendar of school events.
- Work closely with new families to welcome them into the St. Francis community and help them understand the school's culture.
- Serve as a spokesperson for all issues at the Upper School and represent the Upper School and St. Francis in the larger community.
- Hire, supervise, and provide strategic direction for Upper School faculty and staff.
- Oversee the professional growth and annual evaluations of Upper School faculty and staff.
- Develop and manage the Upper School budget.
- Work with appropriate departments to plan and conduct standardized assessments and communicate results with appropriate stakeholders.
- Collaborate with the Office of Enrollment Management to recruit, enroll, and retain mission-appropriate students.
- Serve as one of the principal liaisons with the Parents' Association.
- Work closely with the Office of Institutional Advancement to support the school's friend- and fundraising efforts.
- Serve on the school's Senior Leadership Team and appropriate committees.
- Stay current on trends in independent schools and curriculum by taking an active role in professional activities and attending relevant professional meetings and conferences.
- Other duties as assigned by the Head of School and/or direct supervisor including extracurricular activities
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Is assessed through the Professional Growth and Evaluation Program.
- Employees may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Physical Requirements and Work Environment:

- This job operates in a professional school environment.
- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.

- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach.

Position Type/Expected Hours of Work:

This is a full-time, twelve-month position. Limited travel and occasional weekend and evening work will be required.

Qualifications:

- Bachelor's degree required. Master's degree preferred.
- At least five to ten years of experience in an independent upper/high school with a proven track record of instructional leadership in social and emotional learning, student-centered learning, and other innovative educational practices.
- Represent the school in the larger community in a positive manner that reflects the values of the school.
- Professional written and verbal communication, organizational, and interpersonal skills.
- Exceptional interpersonal skills with the ability to build and maintain effective, professional relationships with students, faculty, administrators, parents, alumni, and guests.
- High degree of cultural competency and demonstrated success in working with individuals from diverse backgrounds.
- Self-motivated with the ability to handle multiple, simultaneous, and complex tasks and projects efficiently and effectively without constant supervision.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office required. Experience with G Suite preferred.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Activities, duties, and responsibilities may change at any time with or without notice.