

Crystal Springs Uplands School

Head of Middle School
Position Statement
Hillsborough, California
July 1, 2021



Coeducational, Grades 6-12, 568 Students
Middle School campus, Belmont, California
Upper School Campus, Hillsborough, California

OVERVIEW

Crystal Springs Uplands School, a 6-12, coed day school in Hillsborough, California, seeks a Head of Middle School for July of 2021.

Crystal embraces a dynamic and engaging developmental model of education and distinguishes itself with a commitment to scholarship, kindness, and inclusion as well as a robust curriculum and array of programs. At every level, and in every aspect of school life—from the classroom to the sports fields, labs, studios, and stages—the School provides an environment in which students thrive together. The School is deeply committed to equity and justice, inspiring its students to make a positive, lasting impact on the world.

The School's mission statement and accompanying core values outline its commitments:

Through transformative teaching and meaningful connections, we empower kind, curious learners to thrive together.

- We Celebrate Scholarship – the foundation of Crystal is academic excellence
- We Seek Growth Challenges – our culture says “try it”
- We Foster Kindness and Inclusion – Crystal is a caring and diverse community



and pay it forward to our community

- We Lead with Humility – being grateful and open-minded, we pursue lifelong learning

The two divisions of the School—Middle and Upper—create and deliver age-appropriate content and curricula that nurture the academic, creative, social and emotional growth of every child. The School has established an outstanding reputation for educating a diverse student body that reasons well, analyzes carefully, acts creatively, and engages meaningfully with the outside world. The strength of the School is demonstrated by the high demand for admissions, its excellent record of college placement, and the accomplishments and character of its impressive alumni.

- We Strive for Balance – a holistic approach to well-being is integral to our mission
- We Engage with Enthusiasm – with unbounded spirit, we give our best effort every day





THE LOCATION

Crystal makes its home between San Francisco and Silicon Valley in the Bay Area, one of the world's top creative/innovative regions. Cultural attractions dot the city of San Francisco and the surrounding areas, including world-class educational institutions (Stanford, UC Berkeley, UCSF) dozens of museums and art galleries, exceptional performing arts venues, and a plethora of ethnic, cultural and religious festivals. The Bay Area is known for its cultural diversity and socio-economic extremes. Throughout the Bay Area there is easy access to beautiful natural preserves such as Point Reyes and Big Sur and plenty of opportunity for outdoor activities.



SCHOOL HISTORY

Crystal Springs School was founded as an all-girls school in 1952 and relocated to the historic Uplands mansion in 1956. In 1977 the school admitted boys and was later renamed Crystal Springs Uplands School. The School's ten-acre Upper School and six-acre Middle School campuses are nestled in the beautiful residential communities of Hillsborough and Belmont, south of San Francisco. The Upper School campus includes academic buildings, a theatre, an athletic complex and an athletic field. The Middle School campus — five miles away, in Belmont—is four years old, and features spectacular light-filled spaces designed for learning, collaborating and creating together. The Middle School campus features a view of the San Francisco Bay and benefits from the beautiful, wild Belmont Canyon and nearby Waterdog Lake Park. The open and airy Middle School campus includes classrooms, studios, labs, a spacious gym, sports court, turf field, multipurpose building as well as plentiful indoor and outdoor breakout spaces; science teachers and students have recently built an extensive hydroponic garden as well as a chicken coop and an environmental studies pagoda.



THE SCHOOL COMMUNITY

The admissions funnel at Crystal is healthy and demand for spots at the school consistently outstrips availability. Roughly one-third of the Crystal Springs Uplands School applicants receives an acceptance letter and 20% of applicants enroll, with the school comprised of 63% students of color (27% Asian, 17% multiracial, 5% Latino, 3% African American.) Over four million dollars in tuition support is offered to 21% of the student body. Students are drawn to the School for its outstanding academic programs, its robust arts and athletic opportunities and the School's kind, inclusive, and spirited culture. The Crystal faculty nurtures students to try new things and champions their unique interests; it is no surprise that Crystal students are multifaceted and excel in a wide range of subjects. The community has a partnership with Stanford's "Challenge Success" program and has sought to minimize unhealthy stress and attend to students' social and emotional balance.

The highly involved parent community represents an eclectic array of professions and backgrounds and is marked by a commitment to the School's mission and pedagogy, its collective generosity, and strong community spirit. Over 98% of parents/guardians contribute to the school's Annual Fund.

The School's eight-member Senior Leadership Team (which includes the Head of Middle School) meets weekly to engage in planning and decision-making. The School's 77 faculty members are deeply committed to the School's continued earned reputation for excellence in its academic program; the teacher-student relationship is at the heart of the Crystal experience. Teachers know each student deeply and serve as mentors and guides, forming bonds of trust and respect that last well beyond graduation.

A generous professional development program supports curricular innovation and keeps faculty attuned to research on all dimensions of child development, most especially concerning equity and inclusion of a diverse community of learners, and on developments in the various disciplines they teach.





THE MIDDLE SCHOOL PRORGAM

Middle School teachers understand the unique developmental needs of their students and anticipate their academic, social and emotional challenges. Students are guided to work cooperatively, honestly, directly, and supportively to achieve stated objectives. Teachers strive to provide both structural and instructional clarity to stretch their students intellectually and drive student-centered inquiry. Thoughtful, thorough and frequent student assignments and assessments give Middle School faculty the insight to evaluate students and assure their readiness for the next level of study.

Crystal Springs Uplands School is departmentalized from 6th through 12th, with Middle and Upper School Department Leads/ Heads who attend to curriculum growth and development. Grade level teams (6th, 7th and 8th) share offices and have regular team meetings to refine and coordinate programs. Teachers work tirelessly to make sure that students who have competing arts and athletic interests are given the opportunity to pursue both following the informal Middle School motto of “*And* rather than *Or*.” One-hundred percent of Middle School students play one or more sports, and the arts program is replete with drama, dance, theatre and visual arts opportunities. Clubs affirm the

school’s reputation for being a lively and inclusive environment in which student passions and unique interests are encouraged; there are multiple options from fishing and hiking to Ping Pong, Musical Club, Asian Culture, and Quiz Team. The Middle School’s advising program is strong and assures that all students have an adult advocate; ambitious global studies options have allowed every 8th grader in the Middle School to travel outside of the US with the cost folded into tuition. For more detailed descriptions of the Middle School curriculum, a summary appears on the school’s website: <https://www.csus.org/middle-school-curriculum-detail>

LEADERSHIP TRAITS AND QUALITIES

Crystal seeks a Head of Middle School who has both experience with and affection for 6th through 8th graders, and who is comfortable and competent managing day-to-day life on the Middle School campus while developing a compelling vision for the future of the division. The ideal candidate will have spent time as a middle school teacher and/or administrator, and have exceptionally well-honed communications skills with students, teachers, parents and administrative colleagues. The Head of Middle School will lead and collaborate with faculty, drive innovation, and recognize the tension that exists as Crystal strives to evolve and move forward while honoring the rich traditions that have been built over the school's history.

OPPORTUNITIES AND CHALLENGES

Collaborating with the Head of School and Head of Upper School as well as Deans of Students and other academic administrative team members will require a trusting bond, the efficient distribution of work, excellent communication, and a lively exchange of ideas. The Head of Middle School leads a team of 30 faculty members, seven Department Leads, and five administrators/staff including Athletics, Student Counseling, Academic Support, Dean of Students and the Middle School Assistant. The School's next Head of Middle School will be an astute problem-solver and a leader comfortable delegating and trusting Deans, Department Leads and faculty to tackle divisional challenges. The faculty is engaged,



lively, collaborative and inquisitive; they seek a leader who will help them refine the academic identity of the school and partner with them to make sure that the division is not only operationally sound, but also inspiring and transformational for both students and teachers. Many identify the "playful" quality of the division as a cultural touchstone and hope that this quality will be sustained over time.

The Middle School requires a leader who will understand (and troubleshoot) the arc of learning as experienced by the students. Likewise, this leader will need to be skilled at keeping the critical members of the Senior Leadership Team—including directors of the offices of admission, business, operations, and advancement—abreast of academic and programmatic developments in the Middle School.



The Head of Middle School will be a skilled diplomat and possess a well-developed sense of humor, an affirming presence, and an abundance of curiosity. The right candidate will be a tireless, resilient, and enthusiastic advocate for equity and inclusion in all dimensions of school life and will creatively and collaboratively address the challenges of “One Crystal,” even as the campuses are several miles apart. Crystal teachers and leaders summed up their wish list:

“We would love to work with someone who understands where we’ve been and where we want to go.”

“I hope our next Head of Middle School is committed to diversity, equity and inclusion broadly, but really *equity* attuned.”

And most importantly, “Let’s find someone who flat-out loves *everything* about Middle School!”



APPLICATION PROCESS

Candidates interested in applying for the Head of Middle School position may apply online at:

<https://rg175.com/candidate/signup>

The application includes a:

- Letter of interest
- Resume
- Writing sample/personal statement
- List of Five References

Please contact Catherine Hunter (cshunter33@gmail.com) with questions.

The deadline for receipt of full application materials is **Friday, October 23, 2020**.

