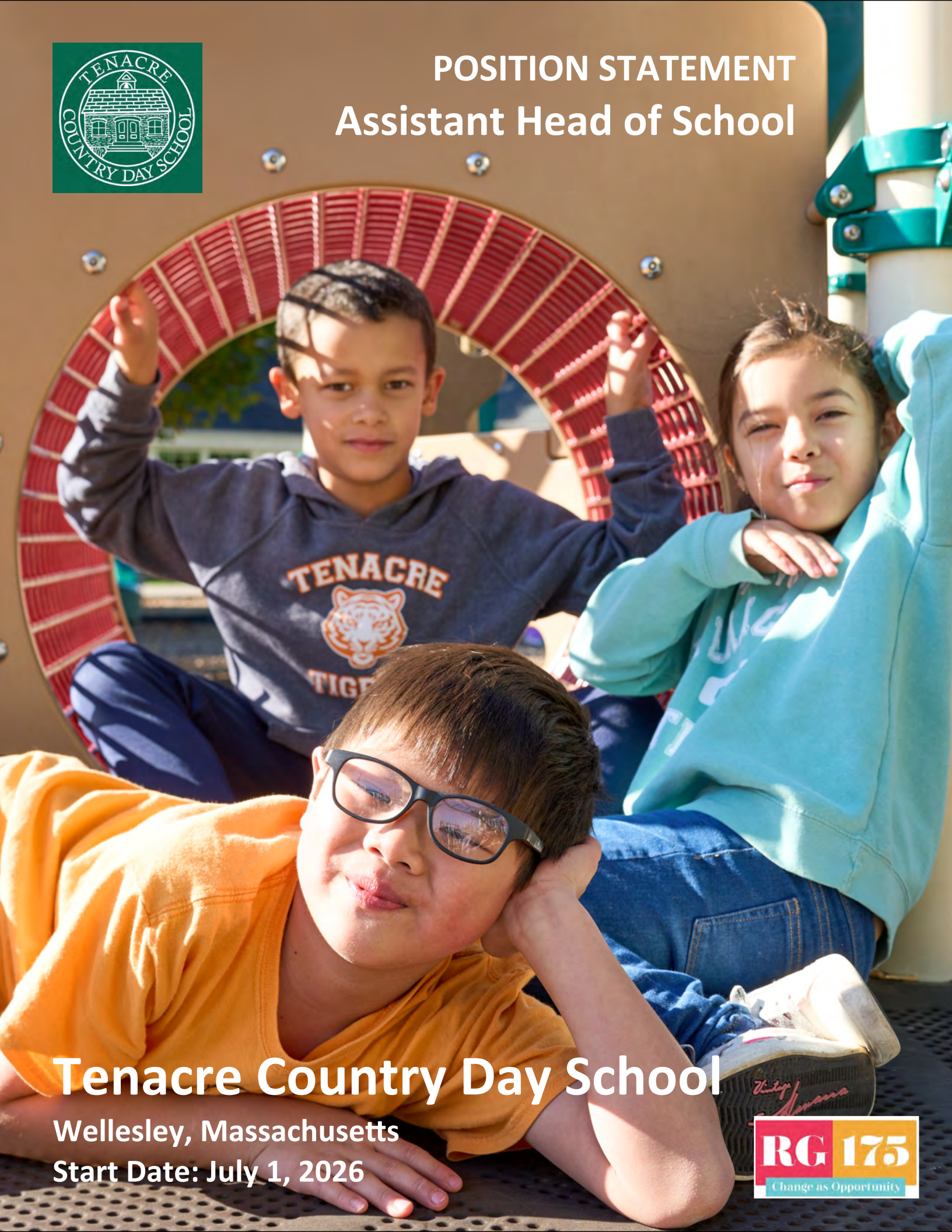




POSITION STATEMENT

Assistant Head of School



Tenacre Country Day School

Wellesley, Massachusetts

Start Date: July 1, 2026



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Overview

Every day at Tenacre Country Day School begins with a handshake as the head of school greets the arriving students. This act of welcome, warmth, trust and personal attention sets the tone for all that follows. At Tenacre, the elementary years are embraced. Located in Wellesley, Massachusetts, Tenacre is a Pre-K through Grade 6 coeducational school with 199 students and 38 members of the faculty. The school is seeking a new Assistant Head of School to start in July of 2026.

Situated in a bucolic corner of a vibrant town, in a region that deeply values and supports excellence in education, Tenacre has modern facilities and a beautiful, impressive campus, including a brand-new building, called The Design Center, scheduled for use at the outset of the 2025-2026 school year. The finances and support for the school are deep and secure, and both governance and administration are enlightened, forward-thinking and highly collaborative. Under the inspired leadership of Head of School Will Crissman since 2018, Tenacre has thrived.

The Assistant Head of School will collaborate closely with the Head of School and with the Director of Faculty Development in the daily internal administration of the school. The Assistant Head of School will oversee curriculum, evaluate faculty, fill in for the Head of School as needed, sit on various committees, coordinate faculty meetings, support scheduling, coordinate some professional development, and oversee student progress reports. The Assistant Head will uphold a wide range of procedures that require judgment and initiative, as well as confidentiality, adaptability, and flexibility. The Assistant Head of School also will be present at all school functions and Board meetings. In addition to these and other responsibilities, the Assistant Head of School will help to set and sustain the positive, collaborative tone and function of the school, ensure clear and transparent communication, and oversee several budgets, including professional development funding. This position will report directly to the Head of School and will be part of the school senior leadership team.



History, Mission, and Philosophy

With a rich history of providing an excellent educational experience for young students, Tenacre Country Day School has grown to become the premiere Pre-K through Grade 6 primary school in the Boston area. For 62 years Tenacre was a division of Dana Hall School, a girls' boarding and day school. In 1910, the Headmistress of Dana Hall established Tenacre as a separate boarding program for 8th and 9th grade girls. Over the years, this division of Dana Hall, on ten acres of land adjacent to the main campus, evolved into a Pre-K through grade 6 coeducational day program with its own traditions and trajectory. With greater involvement from its parents, Tenacre moved toward independence, and in 1972 officially separated from Dana Hall to become Tenacre Country Day School. Tenacre in the 21st century has its own firmly established identity and culture.

The Tenacre mission statement is clear, succinct and inspirational: **"Tenacre Country Day School nurtures and challenges each child, every day."** Tenacre is unquestionably a mission-driven school. Not only do staff, administrators and trustees know the mission, they live it,

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and it is always on display. The mission both defines the experience for students and inspires the adults to find more and better ways to fulfill its promise.

The Tenacre mission is supported by a clear **philosophy of education** that details the purpose of the school:

- Providing a thorough academic preparation for students through a well-defined program that fosters a love of learning and thinking, the confidence to take risks and the commitment to effort.
- Encouraging the social, emotional, creative and physical development of students to nurture the growth of individual character.
- Promoting a diverse and inclusive environment and community, which engenders a respect for the similarities and differences of all people.

As a school dedicated to providing an elementary education, Tenacre values the importance of teacher

collaboration, the strong partnership between parents and staff, and the meaningful participation of each child in daily school life. The expectation is that each sixth grader will leave Tenacre as a confident learner, critical thinker and caring citizen. As a community of children and adults, Tenacre as a community strives “to work hard, to find joy and to be kind.”

Diversity, Equity, and Inclusion

Tenacre is an inclusive school that serves a wide range of students. Because Tenacre students live in a diverse and dynamic world, the school strives to provide them with an education that appreciates, explores, and respects differences and similarities. Along with this, Tenacre helps students to develop the critical thinking skills that allow for identifying and rejecting stereotypes and prejudice.

To learn more about diversity, equity and inclusion at Tenacre, please use this link: <https://www.tenacrecds.org/about/diversity-and-inclusiveness>

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Program and Faculty

Tenacre Country Day School is deeply committed to the Pre-K-6 model of education. Every constituency lauds the advantages of remaining an elementary school. For faculty and administrators, the elementary model allows them to focus exclusively on the needs of this age group and to design and implement a developmentally appropriate curriculum. For both teachers and parents, the elementary school model protects childhood as a critical stage in life and provides opportunities for sixth graders to become positive role models for the rest of the students.

To learn more about the program, curriculum and pedagogy at Tenacre, please explore the school website: <https://www.tenacrecds.org/>

The teachers at Tenacre are widely respected for their skill, intelligence and dedication to both the school's mission and its students. Tenacre teachers love their jobs and relish their sense of community, and it shows in their work with students. Teachers learn and grow through interactions with each other and through generous professional development. The faculty is proud that the school is constantly asking itself, "How can we improve?" Curricular and pedagogical advancement at Tenacre is the result of careful, thoughtful, collaborative planning.

It also should be noted that the outstanding work of the faculty at Tenacre is underpinned by outstanding, dedicated staff, all of whom both profess and practice the values and collaborative spirit of the overall institution. The Assistant Head of School is a critical element in fostering that inclusive, school-wide spirit of mutual respect and community. Tenacre graduates are accepted to a variety of secondary schools throughout the area, including many of the most selective, and the school strives, in close collaboration with students and their parents, to develop great outcomes within the dynamic range of exciting secondary school options, public and private, in Greater Boston.



The Success By Design Campaign

The "Success By Design" campaign began in 2023 and is currently about 85% toward its \$12.5 million goal. The three elements of this capital effort are endowment (which now exceeds a total of \$26 million), "The Core Learning Hub," and the "The Design Center." The latter two elements are described below and are areas which will substantially enhance the capacity of the school to fulfill its objectives in service to its students:

- **The Core Learning Hub**, complete and in use as of spring, 2025, is a centralized and collaborative place for students to receive academic, social, emotional and developmental learning instruction. The centralized setting will allow for all student needs to be addressed, whether they need extra help, catching up, additional support or academic extensions.
- **The Design Center**, a new 9000-foot tech and design center, was recently completed and ready for full use in the fall of 2025, will include three light-filled art rooms on the top level of the building, a tech classroom and design studio/maker space on the middle level, and a wood shop and flexible space on the lower level that will be used for learning, student collaboration projects, or meetings.

To learn more about the Success By Design Campaign, please use this link: <https://www.tenacrecds.org/about/success-by-design>

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Challenges and Opportunities

The next assistant head of school at Tenacre Country Day School should be prepared to collaborate effectively with a talented school head and a devoted school community to fulfill the school's mission and to lead within the school wisely and confidently by embracing current challenges and seizing new opportunities. These challenges and opportunities include but are not limited to the following:

- Tenacre is a school with a deep sense of community built around the positive power of relationships. The Assistant Head of School must embody, model and foster this spirit and effectively build relationships with administrators, faculty, staff, students and parents of the school; the Assistant Head will need to be a visible, inspiring, unifying presence in the school community.
- The Tenacre faculty and staff culture is characterized by low turnover, close relationships, high collaboration, and respect for autonomy. It will be incumbent on the Assistant Head to uphold and function effectively within this culture while also summoning the vision and developing opportunities to strengthen and advance the school's program, curriculum and pedagogy.
- Wellness and constructing a healthy work/life balance are important employee priorities for Tenacre. Yet it is inevitable that there are heavy demands and many hats placed on everyone at a small school characterized by dedication to excellence. This is especially true for the Assistant Head of School. The next person in this role will be expected to model and uphold in practice and program determination to sustain the school as a healthy and happy community in which employees and students alike can thrive.

- Tenacre Country Day School purposefully and productively fosters a close partnership with the parents of the school on behalf of the students. The Assistant Head is expected to sustain that principle and work conscientiously with teachers in that endeavor, while also establishing boundaries for and communicating effectively with parents when it is necessary and appropriate to do so.
- While good communication is a notable element of the Tenacre culture, the Assistant Head is a key person in establishing and sustaining that in the internal community. There is understandable desire among faculty and staff members for timely, transparent communication on the full range of issues, challenges, accomplishments and initiatives that arise within the school, as is typical in a small, deeply engaged school. The next Assistant Head must have sophisticated communication skills and be alert to this factor.
- The Assistant Head of School must have a close, complementary, highly collaborative and effective partnership with the Head of School. The same is true of the relationship of the Assistant Head of School with the Director of Faculty Development, who will have primary responsibility for support, oversight and evaluation of the faculty.



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- Curriculum review and improvement is an ongoing enterprise at Tenacre and the Assistant Head is responsible for overseeing curriculum and keeping the curriculum map up to date, as well as for working with faculty and faculty committees on revisions and major changes as they arise for discussion.
- The Assistant Head will oversee the issuance, production and review of student progress reports, and will work with faculty to perform this essential task well and effectively.
- In accordance with its mission and values, Tenacre has invested impressive thought, care, resources and energy into building a more inclusive and broadly diverse community. The next Assistant Head needs to sustain this commitment while also further fostering a sense of belonging for all community members so they feel welcomed, seen, heard and valued.



Key Qualities and Characteristics

The successful candidate to be Assistant Head of School at Tenacre Country Day School will be a mission and values-driven leader who will embody and demonstrate most, if not all, of the following skills, qualities, characteristics and experiences:

- Demonstrated success as an inspirational, caring, wise and highly collaborative leader and educator, capable of fostering and sustaining positive school culture.
- Ability to serve as a visible, energetic, active and engaged presence in the Tenacre community of administrators, faculty, staff, students and parents.
- Breadth of experience and perspective relevant to early childhood and elementary school leadership, and familiarity with school life, curriculum, pedagogy and programming in a successful, vigorous elementary school.
- Personal integrity, high emotional intelligence, approachability and relational character, along with warmth, enthusiasm, kindness, empathy and effective listening skills.
- Significant experience with building and supporting inclusive and broadly diverse communities.
- Capacity to serve as an ethical, firm, decisive and transparent role model for administrators, faculty, staff, students and parents, and ability to inspire and motivate others to be their best selves in a school community.
- Operational and management skill, experience and acumen, as well as a record of leading and instituting data-driven change in close collaboration with other talented, skilled community members.
- Ability to organize one's own workload and to set appropriate priorities while coping with the pressure of frequent interruptions.
- Talent in identifying, selecting, retaining and inspiring outstanding teachers, staff and administrators.
- Holder of an advanced degree.
- Skill and experience in fostering interconnections and developing effective teams, as well as ability to forge authentic relationships with a wide range of people.
- Superb written, oral, and interpersonal communication skills.
- Willingness to lead in alignment with the mission, philosophy, and strategic vision for the future of Tenacre Country Day School.

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How to Apply

Tenacre Country Day School has retained Resource Group 175 to support its search for a new Head of School. If you wish to submit your application, you may do so here: <https://rg175.com/candidate/signup>

An application includes:

- Letter of interest (cover letter)
- Resume or CV
- An educational or leadership philosophy statement
- A writing sample of choice (optional)
- Names of five current references and contact information (the references will not be contacted until the finalist stage of the process.)

THE DEADLINE FOR RECEIPT OF APPLICATION MATERIALS IS THURSDAY, SEPTEMBER 18, 2025.

The Tenacre Search Committee intends to interview semi-finalist candidates off-campus in early October 2025. Finalists will be invited to visit campus later that month.

For any questions or further information about the position, please contact:

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