



Director of Lower and Middle School  
Position Statement

## **WESTRIDGE SCHOOL**

Pasadena, CA  
July 1, 2019

**RG 175**

Change as Opportunity

## DIRECTOR OF LOWER AND MIDDLE SCHOOL SEARCH: WESTRIDGE SCHOOL

**WESTRIDGE SCHOOL** is an independent day school for girls located in Pasadena, California. Founded in 1913, the School has an enrollment of approximately 500 girls in grades 4 through 12 and has a long-standing reputation for excellence of its academic program.

The School is located on the west side of Pasadena, 10 miles northeast of Los Angeles and easily accessible by major freeways. Pasadena is a racially diverse community comparable to the greater Los Angeles area with 42% identifying as people of color and a community rich in historical, cultural and educational organizations that serve a population of the 142,500 area residents.

Westridge School is committed to educating intellectually adventurous thinkers, and courageous, compassionate leaders. It is a vibrant and diverse community that is grounded in the commitment to goodness in all aspects of life and learning. Students are encouraged to learn and thrive in new ways, to try new things, and to be resilient. The School balances challenging academics and a focus on leadership development with a deeply engrained culture that prioritizes social, emotional and physical wellness and treating oneself, others, and the world with integrity, respect, responsibility, and inclusion. At Westridge School, girls gain the confidence and courage to stand up and speak for the ideals of responsibility and integrity as they take their places in an ever-changing world.



The current mission of Westridge comprises a Vision Statement, the Purpose, the Fundamental Principles and the Commitment to Diversity and Community:

### VISION STATEMENT

Westridge School is an independent, forward-thinking girls' school committed to educating intellectually adventurous thinkers, and courageous, compassionate leaders. Our purpose is to prepare young women to live lives of meaning, contribution and impact.

### PURPOSE

To develop in girls their intellectual and creative powers and their unique qualities as individuals. An intellectually engaging and challenging curriculum prepares students to continue their education in college and beyond as discerning, motivated learners who are committed to excellence and goodness in everything they do.

## FUNDAMENTAL PRINCIPLES

A tradition of academic excellence for girls. A legacy of leadership and service. A commitment of excellence and goodness in every facet of the School that embraces inquiry, reflection and action.

## COMMITMENT TO DIVERSITY AND COMMUNITY

Westridge draws strength from the diversity of cultures, voices, and values in its community. It seeks to enhance student, faculty, administration, and staff diversity, to educate girls with the skills to recognize, respect and embrace diversity of all kinds, and to ensure that a culture of inclusion remains a commitment of the School.

The Director of Lower and Middle School reports to the Head of School. This division director is responsible for Grades 4-8 day-to-day operations, the academic program, faculty and personnel, student assessments/feedback, professional development and communications, has direct oversight of 220 students (110 in

Lower School and 120 in Middle School), and all lower and middle school curricular and non-curricular programs and activities. The Director works with the Academic Team (Head of School and the senior administrators) regarding articulation of the student program, the hiring, evaluation, support and supervision of lower and middle school instructional and support personnel, admissions of students in grades 4-8, and all co-curricular opportunities.

He or she must be visible in the life of the School and be aware of the educational, physical, social, emotional and psychological needs of all lower and middle school students in order to intentionally guide, inform and work with the multiple school constituents, including the students themselves, parents, teachers, staff and other administrators. The Director should be a thought-leader and effective instructional coach. In addition, the Director will partner and co-teach with the School's Counselor and also collaborate with the Human Development Team to work with the Grades 4-6 Lower School Council Program.



It is an exciting time to join Westridge. The School is in the process of focusing on its next strategic plan and has as areas of focus the social and emotional wellbeing of students, professional development for faculty (including aspects of diversity, inter-disciplinary learning and authentic assessment), and greater articulation of the School's program grades 4-12. In the near future, the School will also focus on developing additional phases of its Master Plan.

## PROFESSIONAL QUALIFICATIONS

The Head of School and administration are seeking candidates who can inspire and embrace, articulate and promote Westridge's mission. Successful candidates will possess the following strengths:



- Advanced degree in education or school administration;
- Proven success in educational leadership and building community;
- Successful experience as a teacher;
- Solid understanding of the developmental and curricular needs of students, especially girls in grades 4-8;
- Commitment to student-centered learning, taking into account the whole child and different learning styles;
- Ability to work alongside faculty and staff to not only promote the mission of the School, but manage a rigorous upper elementary and middle school program;
- Excellent writing, public speaking and presentation skills;
- Skill and experience in innovative and research-based pedagogy and penchant for technology;
- Strategic and clear thinker, able to collaborate with colleagues across divisions and departments;
- Empathetic listener and problem-solver;
- Effective time management skills with ability to prioritize and delegate;
- Confidence, empathy, and ability to work effectively with parents;
- Commitment to inclusivity and cultural engagement;
- Growth mindset regarding teacher development and skilled practices;
- Desire and skill in holding individuals accountable, including having difficult conversations and managing conflict effectively; and
- Ability to maintain high standards, while strongly supporting students and teachers.

### Personal Qualities

- Lifelong learner;
- Collaborative;
- Authentic, honest, approachable, and an effective team player;
- Detail-oriented, organized and decisive; and
- Healthy sense of humor, patience and humility.

*Competitive salary and benefit package*

## APPLICATION PROCESS

Qualified applicants should send—in one PDF—a:

- Cover letter expressing interest in the position
- Resume, a written statement, and
- No less than three (3) references

TO:

Doreen S. Oleson, Ed.D.

Consultant

Resource Group 175

[doreenoleson@gmail.com](mailto:doreenoleson@gmail.com)

Submission Deadline: **October 15, 2018**

*Westridge School provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

