



Assistant Head of School Position Statement

Barnhart School

Arcadia, California

July 1, 2019



The Barnhart School is a premier elementary and middle day school serving students in kindergarten through grade 8 in Arcadia, CA. A purposefully small independent school, Barnhart has partnered with parents for nearly sixty years to grow children, one at a time, into motivated and capable problem solvers with big hearts. The Barnhart School continues this tradition by envisioning the role of Assistant Head of School as an inspiring academic leader who supervises and mentors teachers to cultivate the mission of the school for children and their families. The Assistant Head of School will play a vital and exciting role in upholding the legacies of an exceptional, balanced academic program in an atmosphere of love and respect. Most recently, the School has embraced an effective and concise mission statement, "We grow difference-makers."

THE POSITION

Charged with the implementation and management of K-8 curricula, the Assistant Head of School implements the overall direction of instruction established by the Board of Trustees and the Head of School. She/he understands and implements the mission, educational philosophy, and learning culture of the institution. The Assistant Head of School, working closely with the Head of School, supervises Middle School academic personnel and the instructional personnel for K-5. The Assistant Head guides teachers by using the teaching practices outlined in the core curriculum, assesses performance against faculty job descriptions and assists teachers plan curriculum as well as content adaptation for individual class needs and student support. Under the Head's direction, she/he creates

and oversees the content, articulation, alignment and evaluation of the K-8 curricula and coordinates all areas of curriculum, supervision, and student learning needs with the administrative team to ensure school-wide curricular continuity. The Assistant Head of School also interfaces with K-8 families regarding individual student concerns and needs.



THE RESPONSIBILITIES

1. Upholds the mission of the Barnhart School
2. Upholds the NAIS and CAIS Principles of Good Practice
3. Supports and actively contributes to the School's diversity and sustainability:
 - Creates professional development opportunities for all employees, families on issues of diversity, inclusion, and conflict resolution
 - Works with faculty to promote a bias free curriculum and classroom environment conducive to student safety and learning engagement



4. Provides leadership and vision in curricular development and enhancement:
 - Develops, oversees and manages implementation and continual revision of curricular standards according to a multi--year curriculum cycle
 - Manages the electronic creation, storage, printing of curricular documents, K-8
 - Directs orientation and training for new teachers in appropriate implementation of standards, and in all areas of curriculum implementation
 - Coordinates academic professional growth efforts with the Head of School and the administrative team



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5. Supervises K-8 academic employees' job performance per job descriptions and in conjunction with Head of School. As instructional leader, he/she in concert with the Head of School, recruits, trains, mentors, manages, assesses faculty, giving particular attention to:

- Frameworks for teaching and learning for faculty evaluation and annual goal/objective setting
- Curriculum Guide and Mapping, including standards and assessment tracking
- Constructive and continual feedback to teachers
- Training and mentoring of teachers, as well as other methodologies the School may employ
- Ensuring relevance of student portfolios and continual assessments
- Nurturing curricular integration across disciplines where and when feasible
- Coordinating the mentoring and coaching for first year teachers, ensuring that a record of participation and performance are part of a formative evaluation
- Developing and conducting formal and regular observations and follow up meetings with faculty as part of a supervisory role. Preparing and retaining teacher evaluations as part of faculty assessments and consult with Head of School as a teacher supervisor, mentor and coach. Coordinates improvement plans as needed for all teaching personnel





- Classroom visits to stay abreast and informed of teachers' practices and curricula
- Meet regularly with teachers for informal conversations about their issues and needs, maintaining a record of meetings and topics discussed as part of academic personnel's professional growth/support/progress/background for evaluation
- Supervises Extended Care programs before and after school, recess duties, and food safety and distribution during snack and lunch
- Participates, with Head of School in the evaluation process (e.g. setting annual goals, monitoring progress, writing the summative evaluation, and meeting with instructional personnel)
- Coordinates with Head of School and division directors in planning and conducting professional development related to teaching and curriculum including, orientations and faculty in-services and workshops
- Coordinates student evaluation systems

- Manages standardized testing for CTP4, WrAP, and all student testing and evaluations:
 - Orders testing
 - Ensures teacher training for administering tests and analyzing results for incorporation into teaching and learning in the classroom
 - Administers or oversees administration of special testing circumstances and makeup tests
 - Prepares analyses of scores for reporting to the Board, the community, and parents
 - Conducts individually requested parent meetings to review student reports
 - Manages changes to student evaluation and reporting systems including progress reports, report cards, parent/teacher conference reports and individual student learning plans
 - Manages Student Evaluation:
 - Progress Reports - Monitors Progress Reports ensuring timeliness and accuracy, reviews Progress Reports to ensure appropriate communication
 - Report Cards - Trains/supports new teachers to use the reporting system, reviews all report /assessments/evaluations
 - Provides feedback to teachers as necessary to ensure timely and correct student reporting
6. Oversees transcript preparation for Grade 8 students
7. Organizes Parent -Teacher Conferences:
- Trains new teachers for parent/teacher conferences
 - Sits in on conferences as necessary or as requested by the parent, the teacher, or the Head of School
 - Ensures that a written record of all conferences, including telephone conferences, and copies of emails in regard to student progress are turned in by teachers and filed in the student database





8. Student Learning Plans oversees the educational specialists' responsibilities, or in the absence of that role, undertakes the following responsibilities:
- Serves as the School's representative and recordkeeper for all student learning plans
 - Supports students by ensuring appropriate curricular fit and by being the grade to grade monitor of individual student performance
 - Receives all requests for evaluation services (from parents or teachers) and makes requests when necessary
 - Requests testing for students working above grade level and designs learning programs with the classroom teacher, to meet students' needs and motivations
 - Follows up as necessary with classroom teachers on recommendations from evaluators or educational specialists
 - Conducts year end meetings with classroom teachers about rising students
 - Supervises all student support services
9. Ensures maintenance of internal School Calendar, schedules and agendas including:
- Internal Calendar coordinated with other administrative calendars:
 - Faculty schedules
 - Individual specialists' schedule
 - Rainy day schedule
 - Duty and duty substitution schedules
 - Meetings with teachers, paraeducators, educational specialists and grade level groups

Assistant Head of School Search: Barnhart School

10. Serves on administrative, all-school and board committees, as designated by the Head of School
11. Supports School events, including, but not limited to school publications and communiqués; Works closely with the members of the administrative team for enrollment, admissions, advancement, public relations and all board and student activities and programs
12. Assists with graduation and admissions tours
13. Communicates about Barnhart School's academic and co-curricular programs by writing articles for school publications and/or making presentations to the parent association and/or the Board
14. Oversees and assists with the Self-Study for CAIS and WASC accreditation and attendant school visits
15. Assists with day-to-day operations, whenever called upon to assist; Supervises budgets relevant to the academic program

The Assistant Head may be assigned other duties by the Head of School, in addition to those described herein.



KNOWLEDGE, SKILLS AND ABILITIES

- Outstanding written and verbal communication skills
- Excellent organizational skills, accuracy and attention to detail
- Effective project manager and willingness to collaborate and work as a team player
- Ability to manage several projects simultaneously
- Knowledge of computer applications related to job functions
- Maturity and professional judgment in times of stress and multiple requests by constituents
- Excellent judgment and creative problem solving skills
- Strong commitment to development of relevant professional knowledge, skills, and abilities
- Optimistic and flexible self-starter
- Outgoing and energetic personality with well-developed interpersonal skills
- Thrives in a fast-paced environment
- Collaborative team player who can discern when to lead and/or follow
- Strong knowledge of elementary and middle school academic programs, teaching methodologies, and current best practices in teaching and learning
- Ability to resolve conflicts while maintaining the rights and human dignity of all parties
- Ability to make difficult decisions and manage difficult conversations and situations
- Knowledge, willingness, and ability to support best practices of teaching and learning and curriculum design
- Strong understanding of governance and independent school leadership



CREDENTIALS AND EXPERTISE

- Master's Degree with specialization curriculum or a related field, OR Bachelor's Degree with substantial work toward a Master's Degree in progress
- Five years experience in various elementary/middle schools; Experience in independent schools preferred
- Strong teaching experience and supervisory experience



APPLICATION PROCESS

Barnhart School has retained Doreen S. Oleson, Ed.D., from Resource Group 175 to lead this Assistant Head of School search. There are two ways for qualified candidates to apply.

You may either apply online at: <https://rg175.com/candidate/login>

OR

Send an email to Doreen Oleson (doreenoleson@gmail.com) before April 12, 2019 that includes—in ONE PDF document:

- A cover letter expressing interest in the position;
- A curriculum vitae; and
- No fewer than three (3) current references.

Barnhart School is a non-profit 501(c) 3 corporation. In accordance with federal law, the School does not discriminate on the basis of race, color, religion, national and ethnic origin, family configuration and sexual/gender orientation in its administration of its education and admissions policies, its scholarship and loan programs, its athletic programs, and all other school administered programs.