



VIEWPOINT SCHOOL

MIDDLE SCHOOL DIVISION HEAD SEARCH VIEWPOINT SCHOOL

Calabasas, California

Starting Date: July 1, 2018

LOCATION AND HISTORY

Viewpoint School, an independent co-ed day school with an enrollment of 1,215 students, sits on 40 acres dotted with California live oak trees. Located in Calabasas, 30 miles from downtown Los Angeles, Viewpoint is set in a canyon in the Santa Monica Mountains. Dry Canyon Cold Creek runs through the campus.

Founded in 1961, Viewpoint is positioned for a [future](#) of innovation in independent education while preserving traditions and a commitment to excellence in academics, athletics and the arts. The

school has evolved from its first days as a K-9 school sharing space in [Encino](#) to a K-12 school that has recently completed a very ambitious and forward-looking master plan, resulting in the creation of a new Primary School, two libraries, a 75,000-square-foot arts and athletics facility, up-to-date classrooms, science labs and art studios, and an athletic center featuring a 900-seat gymnasium.

From its earliest days, Viewpoint has been a vibrant and collaborative community. This is a school whose mission statement [affirms that Viewpoint enrolls to](#) “students and families from diverse cultures of the world and teaches the history and wisdom of these traditions.”

The traditions of the home and the school help to create at Viewpoint, “a small-town community feeling.” On this secure, [and](#) idyllic campus, students and the faculty come to know and appreciate each other. Parents talk about “a culture of kindness in a Middle School” that embraces the almost 100 additional students who are admitted to sixth and seventh grades.



To learn more about Viewpoint School:
www.viewpoint.org



[center in many ways.](#)

The ~~middle-school~~Middle School has long been respected for understanding the [developmental](#) needs of the age group, for encouraging the individual and for [its a](#) dedicated faculty. This is a school where it is okay to be quirky and smart, a school where the arts are valued and where athletics are pursued. Benefiting from a dynamic Lower School program, ~~middle-school~~Middle School students participate in a wide range of performing and fine arts, have a strong world language program that continues the study of Spanish and French and introduces Latin and Chinese and are able to pursue a math and science curricula which focus on an understanding of fundamental concepts, hands-on activities and the integration of technology. The four c's of collaboration, critical thinking, communication and creativity are evident across the ~~middle-school~~Middle School curriculum and are certainly evident in the sequential and skill building of the English program which "fosters an appreciation of

MIDDLE SCHOOL PROGRAM

The ~~middle-school~~Middle School is the [lynch-pin](#) in a school where each division offers an age-appropriate program and where there is a "blend of tradition and forward thinking."

Across the divisions, the faculty and staff emphasize a rigorous academic program that is [tempered-complemented](#) by their commitment to "keeping the student at the center of our discussions." One administrator explained that, "we have long held students to high standards academically while emphasizing that health, safety and character are first." [As the School embraces a strategy to unite its community from K through 12 around a culture of innovation and inspired learning, the Middle School occupies a prominent place at the](#)



OPPORTUNITIES AND CHALLENGES

Viewpoint seeks a Middle School [Division Director/Head](#) who will embrace the opportunities and challenges of this leadership role. More specifically, the School seeks a new leader who has:

Deep understanding of Middle School culture: Viewpoint's next MS division [Director/head](#) should understand the philosophy and ethos of a high-functioning Middle School, a leader who will know students well and develop a strong community among all constituencies in the division. The next [division director/head](#) should know the arc of development of MS students and the appropriate academic and character goals for this age group.

A forward-looking approach to education: Viewpoint seeks a division [director/head](#) who brings a thoughtful lens to the academic, social-emotional and extracurricular programs in the division. The next [director/Middle School Head](#) needs a firm grasp on effective pedagogy and research-based instructional strategies as well as what the division needs to move forward, from scheduling requirements to technology expectations for the [Middle School/division](#). The School is looking for a leader who will be



innovative within the parameters of the identity and program of Viewpoint.

Strong communication and process protocols: A good track record on successful change management and the ability to demonstrate a caring and respectful approach as well as a commitment to clear and impactful follow-through will be key for this position. The implementation of new initiatives needs thorough articulation and organization in addition to soliciting input from the experienced faculty in the division. The combination of attention to detail alongside the ability to build strong collegial relationships will be key.

Effective collaboration skills: The Middle School division [Director/head](#) will take on an important role in the smooth running of Viewpoint as a K-12 school, helping with the articulation and coordination of how the [middle school/Middle School](#) functions within a K-12 school. The new division [director/head](#) will contribute collaboratively to the work of the other divisions in the school and all-school initiatives.

Positive personal qualities: Personable and approachable. Community builder. Trustworthy. Accessible. Strong communicator. Respect for diverse perspectives and opinions. Sense of humor and flexibility. Team builder. Humble, a good listener. A connector. Attention to detail. Present, available, relational. Warmth.





DESIRED PROFESSIONAL QUALIFICATIONS AND EXPERIENCE:

- A minimum of three years' experience in a school leadership role
- Evidence of successful ~~middle school~~Middle School teaching experience
- An advanced degree as well as evidence of commitment to continuous professional development
- Involvement in leading curriculum and program development
- Demonstrable experience in developing successful and supportive relationships with students, faculty, staff, and parents
- Evidence of significant management responsibilities, including recruitment of faculty and faculty supervision
- Experience as part of a senior administrative team in a K-12 school

TO APPLY

Interested candidates should send a cover letter, current resume, and an original piece of writing in one pdf to Debbie Reed, dreed@rg175.com and Coreen Hester, chester@rg175.com. Additionally, please provide up to five references with email contacts and phone numbers.