



**ASSOCIATE DIRECTOR
OF THE
COLLEGIATE DIVISION
(11th and 12th Grades)**

July 1, 2017

**Windward School
West Los Angeles, CA**



WINDWARD'S MISSION

Established in 1971, Windward School is a co-ed, grade 7-12 college preparatory, independent day school whose mission is to challenge each student to achieve academic excellence in a nurturing environment. Windward teachers, parents and administrators work as a team to encourage each student to be responsible, caring, well informed, ethical and prepared, thus promoting the fullest development of the individual. Windward's faculty and administrative leaders continually seek best practices and educational partnerships to help students and the professional community pursue their passions, engage in cutting-edge work, and lead meaningful lives.



BACKGROUND

Windward is a school on the move and one where the mission is evident in the programs and curriculum it has developed and the institutional partnerships it has formed. In addition to the foundational courses dedicated to graduating students who are analytical, creative and thoughtful, the faculty have designed courses that set the school apart including: Minimester, Middle School Scholars, and Challenge Based learning. A fully-developed arts program includes advanced course work in all disciplines. Evidence of the talents of the students can be found on the halls of any building, on the stage, in the studios, and in the athletic arenas. Partnerships with Stanford's Project Challenge Success and other universities encourage curricular innovation and evidence Windward's attention to its students' social and emotional learning.

Look anywhere on this inviting campus or in light filled classrooms or offices and you will find signs of a school that charts its own

course. Bridges over the LA River, dramatic and drought sensitive landscaping, contemporary buildings that are still human in their scale, comfortable seating areas for study or casual conversation—the physical spaces speak to the school's forward-looking mission and the commitment to the students.

In a relatively short period of time, Windward has become a school of choice on the Westside of Los Angeles and as a result, the admissions to the entry points of 7th and 9th grades are very competitive. A strong financial position supports a robust financial aid program and an enviable faculty development program. Located in West Los Angeles, a thriving area which is a hub for studios and technology, the school also benefits from its proximity to nationally recognized colleges and universities which has helped to draw a committed and talented faculty. The school's strength and growth are attributable to the leadership provided by a long-term head, a collaborative administrative team and a strategic Board of Trustees who all work in partnership and toward a shared purpose.

POSITION OVERVIEW

Windward's focus on the well being of its students has led to establishing the Collegiate Division for 11th and 12th grades. The Associate Director of the Collegiate Division reports directly to the Division Director and serves as the academic leader of the 11th and 12th grades. Central to this division's operation, the Associate Director coordinates the academic guidance and support services that students and families received. The Associate Director works closely with the Division Head keeping him and the Head of School informed and updated on the activities and programs in the 11th and 12th grades.

Windward School seeks an experienced educator and innovative and caring administrator to be the Associate Director. The successful candidate will be knowledgeable about student support systems and best practices, experienced in promoting diversity, and able to foster a cooperative community spirit. The Associate Director works closely with the other members division team and the other associate directors to assure good communication across the divisions, seamless transitions for students, and coordinated practices and programs.



ESSENTIAL DUTIES AND RESPONSIBILITIES

The Associate Director will:

- Support the Division Director in maintaining congruency between the school's board-approved mission statement and all activities of the division.
- Work effectively with the Division Director to build a cohesive division team that supports the educational needs of the students, communicates effectively with all community members, and is responsible for its day-to-day operation of the division.
- Know every student and family in the division.
- Keep the Head of School and Division Director informed of the general programs, activities and problems of the school.
- Coordinate the academic guidance and support services that students and families receive.

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- Coordinate the work of the Dean of Students, Counselor, oversee academic advisory and college counseling programs.
- Be a visible presence in all areas of the school.
- Be knowledgeable and able to articulate the developmental needs of the students while staying current with educational research and emerging trends.
- Make classroom visits and work collaboratively with teachers to integrate developmentally appropriate initiatives and resources into the school program.
- Support a division climate that is supportive and reflects high morale.
- Be aware of the educational, physical, social, and psychological needs of the students of the division, and develop plans for meeting those needs.
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and the recognition of individual differences and the special abilities and strengths of each community member.
- Assist in the coordination of the co-curricular and extra-curricular activity programs, including the planning and the presentation of school assemblies and programs.
- Monitor student academic progress and provide for the academic guidance of students.
- Actively participate in the development and coordination of the school's co-curricular and extra-curricular programs, including the planning and the presentation of school assemblies and programs.
- Perform other duties as assigned by the Division Director and Head of School.



Professional Qualifications

- Master's degree in education or school administration preferred
- Proven success at working collaboratively in leading collaborative teams
- Have the ability to inspire and motivate people
- Have demonstrated leadership in project management, research, and building effective programs
- Dynamic instructional leader with a solid understanding of the developmental and curricular needs of students of the particular division
- Outstanding leadership skills
- Exceptional written and oral communication skills
- Excellent organizational and presentation skills
- Strategic thinker and empathetic problem solver
- Have initiative and the ability to implement action
- Technologically savvy
- Be a good listener and mentor, setting high expectations while supporting students in achieving their goals
- Be a reflective practitioner
- Be an exemplary role model to students and faculty alike
- Have a good balance of visionary ideas and practical solutions

Template adapted from NAIS Job Descriptions

APPLICATION PROCESS

Interested candidates should send a:

1. Resume
2. Letter of Interest
3. Three (3) references

To: Debbie Reed at: **dereed2014@gmail.com**

The salary for this position is competitive, the benefits are excellent, and the opportunity to found a division is an exciting challenge.