



Hollywood Schoolhouse

Assistant Head of School Position Statement

Los Angeles, California
July 1, 2021



Hollywood Schoolhouse is an independent day school for children located in Los Angeles, California. Founded in 1945, the School has an enrollment of 310 students in grades PK through 6 and has a long-standing reputation for excellence.



MISSION

Hollywood Schoolhouse knows, values, and encourages fearless curiosity. Through a blended program of innovative academics and structured learning, the diverse community inspires students to be academically strong, artistically proud, physically active, and socially grounded.



PHILOSOPHY

Hollywood Schoolhouse is a community that nurtures, supports, and inspires students throughout their journey in primary education by balancing the best of progressive and traditional instruction. The focus on academic excellence through a multifaceted curriculum creates students who thrive – with minds nourished, bodies solid, and voices strong.

HSH is a community of engaged students, passionate educators, bold leaders, and invested parents who celebrate diversity and the everyday accomplishments that mark each individual's growth. The community works in concert to instill the joy of learning by providing students a safe place to take risks. At Hollywood Schoolhouse, measured success is vital, and not only by graduates' confidence, poise, and academic strength, but by the truly exceptional citizens they become.

VALUES

Community	Achievement
Diversity	Character
Individuality	Kindness
Curiosity	Compassion

FUNDAMENTAL PRINCIPLES

Hollywood Schoolhouse draws strength from the diversity of cultures, voices, and values in its community. It seeks to enhance student, faculty, administration, and diversity, to educate students 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 POSITION

The Assistant Head of School reports to the Head of School. This division director is responsible for PK-6 day-to-day operations, the academic program, faculty and personnel, student assessments/feedback, professional development, and communications and has direct oversight of all curricular and non-curricular programs and activities. The Assistant Head works closely with the Head of School and the senior administrators regarding articulation of the student program, the hiring, evaluation, support and supervision of school instructional and support personnel, admissions of students, and all co-curricular opportunities.

He or she must be visible in the life of the School, drive collaboration among the academic administrative team members to achieve institutional goals, amplify the Head's voice in the day-to-day school experience for all constituents, support the Head of School with internal and parent communications, participate in constructing the annual calendar and be responsible for constructing the overall school schedule yearly, serve as Head of School pro tempore in Head's absence, interface with parents on all matters concerning the overall school experience, lead conflict resolution in conjunction with appropriate personnel, be acutely aware of the educational, physical, social, emotional and psychological needs of all students in order to intentionally guide, inform and work with the multiple school constituents.

It is an exciting time to join Hollywood Schoolhouse. 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 PK-6.





PROFESSIONAL QUALIFICATIONS

The Head of School and administration are seeking candidates who can inspire and embrace, articulate and promote HSH'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 and extensive experience as a teacher;
- Solid understanding of the developmental and curricular needs of students, in grades PK-6;
- Commitment to student-centered learning, taking into account the whole child and different learning styles;
- Proficiency in Google Suite;
- Ability to work alongside faculty and staff to not only promote the mission of HSH, but manage a rigorous, engaging, and joy-filled 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 grade levels;
- 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 submit a letter of interest, resume, writing sample/ personal statement, and the names of four current references. Materials should be submitted online at:

<https://rg175.com/candidate/signup>

by January 22, 2021.

Questions can be directed to:
Doreen S. Oleson, Ed.D., Consultant
Resource Group 175
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Hollywood Schoolhouse 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.