About the School

Founded in 1896, Laurel School is a dynamic, forward-thinking, K-12 girls’ school with a co-ed pre-primary division, where every child is well known. Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland, set apart by its emphasis on the whole child and its legacy of excellence in the teaching of girls. Located in Shaker Heights, Ohio (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The feeling in the school is joyous, collaborative, and innovative. The curricular philosophy emphasizes community-based, interdisciplinary, and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.

About the Position

Laurel School seeks an experienced and visionary independent school educator and leader as Assistant Head of School to begin in July, 2022.

The Assistant Head reports to the Head of School and is responsible for all areas relating to the School, as directed by the Head. This senior leadership position reaches across all levels of the school, PS-12 and all departments. The Assistant Head will collaborate with the Head to develop and direct strategic initiatives that have been articulated in the Strategic Plan. The Assistant Head will supervise, provide leadership for and evaluate new and existing initiatives that augment an outstanding program, including but not limited to:

- Athletics
- Summer Programming, PP-12
- Global Travel in Middle and Upper Schools
- Parent engagement

In collaboration with the Head of School, the Assistant Head will manage direct reports in areas to be determined based on the skills and talents of the candidate selected for the position.

The successful candidate will possess a deep commitment to Laurel’s mission and values. She/he will be skilled at and comfortable with supervision and evaluation, adept at collecting and understanding data to inform decision-making, and attuned to stakeholder satisfaction. Additionally, she/he will be a team player with previous independent school experience, a warm collaborative nature, positive energy, and a sense of humor. She/he will be a consensus builder and visionary thought partner for the Head of School and the senior leadership team. A talented presenter, she/he will have excellent skills in written and verbal communication and technology,
including comfort/familiarity with: Google Suite, Zoom, Microsoft Word, etc.

The ideal candidate will:
- Be a skilled listener and communicator: self-assured, a confident public speaker and an outstanding writer
- Possess and have demonstrated exceptional management skills
- Be committed to and trained in diversity, equity, inclusion and belonging work
- Have a demonstrated ability to collect and interpret data to generate catalytic questions
- Have exceptional attention to detail
- Embrace interdisciplinary teaching and learning
- Be a creative and strategic thinker and problem-solver
- Effectively use technology
- Possess superior organization, prioritization, and self-motivation skills
- Be sensitive to, and have a deep understanding of, student and parent needs across levels
- Be a calculated risk-taker who is not paralyzed by challenges or failure
- Participate actively and seek leadership opportunities in professional organizations beyond Laurel and be interested in personal and professional growth.

To apply:

Pilar Cabeza de Vaca and Nat Conard of Educators’ Collaborative, LLC are assisting with the search, and information can be found here on the Educators’ Collaborative website.

Candidates interested in this position are asked to submit the materials listed below as soon as possible.
- Letter of Interest addressed to the Search Committee
- Resume
- Statement of Educational Leadership Philosophy
- A list of five or more references with contact information (including phone numbers and email addresses)
- Up to three letters of reference (optional)

Please address any applications, inquiries, or expressions of interest to Pilar Cabeza de Vaca at pcabezadevaca@educatorscollaborative.com or Nat Conard at nconard@educatorscollaborative.com.