Position Available: ASSISTANT HEAD FOR ACADEMICS

WHO WE ARE

Forest Ridge School of the Sacred Heart provides a diverse and rigorous college preparatory environment that inspires young women to become confident, compassionate leaders. As a member of a global network of more than 150 schools, we educate to the core of our 200-year tradition through the Sacred Heart Goals and Criteria: a personal and active faith in God, a deep respect for intellectual values, a social awareness that impels one to action, the building of community as a Christian value, and personal growth in an atmosphere of wise freedom.

Forest Ridge School of the Sacred Heart educates young women to think critically, embrace challenges, model resilience, confront injustice, seek equality and lead globally in the pioneering spirit of our foundress. Our graduates change the world.

THE ROLE

The Assistant Head for Academics at Forest Ridge will serve as a strategic thought partner for the Head of School and the other members of the Senior Leadership Team, as well as lead and collaborate closely with the administrators of the Middle and High School divisions. The Assistant Head for Academics will be responsible for the oversight of the entire school program and curriculum and must develop a sophisticated understanding of Forest Ridge's mission, culture and community. S/he must have an inspiring vision for excellence in holistic education for middle and high students in the 21st century, while also developing positive, caring and productive relationships with students, colleagues and parents. The Assistant Head for Academics will be responsible for establishing and upholding clear standards for success, high expectations and effective systems for execution by the administration of each division.

DUTIES AND RESPONSIBILITIES

In addition to other responsibilities that may be assigned as needed by the Head of School, the primary duties and responsibilities of the Assistant Head for Academics will include the following:

- Ensure consistent integration of the Goals and Criteria of Sacred Heart Education within the life of the school community.
- Serve as the Catholic faith leader in an inclusive Catholic school serving families with diverse religious backgrounds and practices.
- Serve as a member of the Senior Leadership Team, working in collaboration to build a healthy and sustainable school program and advance the School’s strategic framework, implementing initiatives that will ensure Forest Ridge students grow into competent, confident and courageous women.
- Develop and nurture positive relationships and communication with students, colleagues and parents/guardians.
- Serve as the educational leader of the Middle and High Schools; develop and maintain a culture and educational program that bolsters a dynamic learning environment and deepens the sense of belonging for each member of the learning community; partner with the Director of Middle School and the Director of High School to develop and implement school-wide pedagogical and curricular initiatives.
- Lead and collaborate with the Middle and High School leaders to create an engaging, student-centered 21st century learning environment.
- Oversee and support major aspects of the Middle and High School experience, including academics, the arts, clubs and student life opportunities.
- Supervise, observe and evaluate faculty from both divisions.
- Collaborate with division directors and other leaders to establish programs for the orientation of new teachers and in-service training of all teachers.
- Ensure that teachers are familiar with, and adhere to, school policies in all areas.
- Build an effective multi-tiered system for student support and oversee its implementation to
ensure a systematic approach to meeting the academic, social and emotional needs of our students.

- Lead the Middle and High School Student Support Team to foster and maintain the academic success and the social and emotional health of all students.
- Collaborate with the Head of School and the Director of Finance in the hiring, onboarding, retention, termination and assignment of faculty and staff.
- Ensure that school programs and activities adhere to federal, state and district guidelines.
- Coordinate efforts with the Enrollment Management and Communication departments to recruit, admit and retain students.
- Collaborate with the Advancement staff to prioritize funding needs and steward friends and donors of the School.
- Establish and administer the budget for each division.

CHALLENGES AND OPPORTUNITIES
The Assistant Head for Academics should be prepared to lead and work in effective collaboration with the Head of School and other colleagues to:

- Lead the process of defining and instituting the clear identity and direction of the School, while also building upon the many existing strengths of each division.
- Further develop and institute principles and practices of effective distributed leadership across the school.
- Develop productive, supportive relationships with colleagues while also motivating, inspiring and establishing direction and expectations for them.
- Build upon the spirit of community and the successful relational culture in the School, while also enhancing the School’s excellent academic program, building a culture of reflection and accountability.
- Balance innovation and tradition in a growing school.
- Serve as an integral member of a new school structure and administrative team.

KEY QUALIFICATIONS
The successful Assistant Head for Academics candidate will demonstrate the following qualities, characteristics, skills and experiences:

- A mission-driven leader with experience in building and enhancing programs and initiatives that align clearly to a school’s mission and values.
- Demonstrated success as a steady, confident leader with the capacity to organize and motivate teams, guide others through challenges and grow in the role.
- Demonstrated success as a strategic thinker, effective manager and master implementer, with a systems approach to improvement and change.
- A commitment to, and experience in, building programs that align to best practices in girls’ education.
- Significant supervisory and coaching experience with teachers, and experience at articulating and addressing the strengths and challenges evident through classroom observation and other feedback.
- Multicultural competence with experience working effectively in a diverse school setting.
- High levels of emotional intelligence, excellent listening skills and the ability to navigate the complexities and ambiguities of leading, while inspiring others in a deeply invested community.
- Superb communication skills, in writing, in front of groups, in relationships with others and as a team leader.
- Successful leadership experience with a proven record of building both a sense of community and advancing professional excellence.
- An advanced degree, with demonstrated personal and professional commitment to ongoing learning and professional development.
- A strong work ethic, with the capacity to invest full days, while also establishing, upholding and modeling appropriate boundaries and standards for others in the broader Forest Ridge community.
- Demonstrated ability to function as an autonomous leader, with excellent judgement as to when to include others in decisions and processes.
• A student-centered educator who finds energy and joy working with kids of all ages.
• Warmth, character, a strong ethical compass, a commitment to confidentiality and a sense of humor.

**SALARY/BENEFITS:** Forest Ridge School of the Sacred Heart is committed to attracting and retaining outstanding employees through competitive compensation.

**APPLICATION PROCESS:** Qualified applicants should email:
1. Cover Letter
2. Statement of Leadership Philosophy
3. CV/Resume
4. List of three professional references

To Forest Ridge School of the Sacred Heart at careers@forestridge.org. This position is open until filled.

*Forest Ridge School of the Sacred Heart does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, national and ethnic origin, sexual orientation or any disability that can be reasonably accommodated in the administration of its educational policies and school-administered programs.*