



Maumee Valley Country Day School

Position Opening: Head of Upper School

Type: Full-time Administrator

Application Deadline: **until filled**

Start Date: **July 1, 2019**

Maumee Valley is a community of lifelong learners. A Maumee Valley education is Personal, Experiential, and Global. As the only secular, PS-12 independent school in northwest Ohio, Maumee Valley supports an accomplished and diverse student body within a rigorous academic program on their journey to finding the right fit for college and career. Maumee Valley Country Day School's mission is to enable students to become enlightened, compassionate and contributing citizens of our global community while preparing graduates for their best opportunities in higher education. Maumee Valley's long-standing commitment to experiential education remains a hallmark of a student's experience, where each student is guided through a personal journey carefully constructed in partnership with faculty advisors. Students come from all walks of life and all over the world where diverse learners, voices, stories, and experiences are heard in order to empower and educate our community members.

Head of Upper School

A Maumee Valley employee is a guide who orchestrates learning for students in ways that are engaging, challenging and relevant. The successful candidate is a resourceful and innovative teacher who utilizes a range of pedagogical techniques in order to reach all learners. The community will feel safe, respected and confident in the environment created by this candidate. We ask all of our employees to do the following:

- Fully embrace [MV's mission](#), the [MV2020 Vision](#), and the [portrait of an MV graduate](#).
- Recognize, embrace, and engage in [diversity, equity, and inclusion](#) work
- Work collaboratively
- Cultivate an environment of continuous growth
- Place students at the heart of their practice
- Nurture community through actions and attitudes
- Exemplify personal and professional integrity

The successful candidate for Head of Upper School at MVCDS will be an outstanding leader with experience in Upper School leadership who develops and fosters a team environment. The individual will have experience working with the developmental needs of students ages fourteen through eighteen. The Head of Upper School has responsibility for management and oversight of the Upper School academic program and staff, as well as for maintaining and building positive parent relationships. The Head of Upper School will also advance the mission of MVCDS and work collaboratively with the Head of School and the Heads of the Middle, Lower School, and Early Learning Center areas and other senior administrative members.

Key Responsibilities and Duties:

- Knowledge and implementation of Upper School best practices and 21st-century educational practices
- Day-to-day operation of the Upper School
- Development and management of the Upper School budget
- Design, scheduling, and implementation of the Upper School curriculum
- With the Director of Teaching and Learning, lead the professional development, mentoring, and evaluation of Upper School teachers
- Oversee the faculty and student scheduling process
- Create and foster a collaborative, engaging Upper School team environment
- Coach, advise, and counsel upper school students
- Maintain strong communications and successful problem solving with parents
- Oversee the Upper School disciplinary process
- Support the Admissions Office in the recruitment and evaluation of prospective students
- Oversee extra-curricular programs and activities

Skills and Competencies:

The successful candidate for the position will possess the following skills and characteristics:

- Excellent communication and listening skills
- Superior interpersonal skills
- Ability and desire to collaborate
- Ability to build a strong team
- Innovative
- Flexible
- Conflict management and strong problem-solving skills
- Decisive, able to deal with difficult situations

Credentials:

The ideal candidate will have the following experience:

- Masters Degree in Education or related field
- Minimum of 5 years teaching experience in an Upper School
- Independent school experience
- Previous administrative experience in a school
- Knowledge and implementation of Upper School best practices and 21st-century educational practices

Background check:

All Maumee Valley employees and volunteers must agree to a comprehensive background check.

HOW TO APPLY:

Please email your documents in PDF format to hr@mvcds.org. Documents needed: [MVCDS Application](#), cover letter, resume, and three written professional letters of reference, and a copy of college transcripts. Please use the title of the position in the subject line of your email.