



## Columbus School for Girls

### **Director of Upper School Fall 2019**

Columbus School for Girls (CSG), an independent day school founded in 1898 in Columbus, Ohio, serves diverse students in grades pre-k through grade 12. CSG empowers girls to discover their distinct potential as learners and leaders. A leader in the education of girls and young women, CSG is a vibrant community of more than 565 students, 135 faculty and staff, and 2,500 active alumnae. CSG's 8-acre academic campus in the beautiful Bexley neighborhood is a ten-minute drive from downtown Columbus, a city bustling with artistic, civic, and shopping experiences. Having just completed a strategic plan to guide the School's direction over the next several years, CSG offers an exceptional, student-centered academic experience with strong offerings in the arts, an impressive athletic program, and a health and wellness curriculum that is unique in central Ohio. This combination of academics and skills ensures that CSG students will be well prepared for life beyond CSG.

Columbus School for Girls is seeking a **Director of Upper School** whose tenure will begin on July 1, 2019. The Head of School seeks an experienced school leader who will embrace CSG's mission, support the Head's vision, and further the strategic goals of the school. CSG offers a competitive salary, benefits, and professional opportunities and welcomes candidates who add to the racial, cultural, religious, and gender diversity of the school community.

### **Major Functions and Responsibilities**

The role and responsibilities of the Director of the Upper School are central to the school's leadership and crucial to the school's daily administration.

#### The Director of the Upper School

- Serves as the intellectual leader of the Upper School
- Oversees the academic, social, and emotional well-being of Upper School students in coordination with the grade level deans and the school counselor
- Ensures the academic program of the Upper School is rigorous, innovative, culturally responsive, and student-centered
- Is responsible for the day-to-day operations of the Upper School
- Has primary responsibility for Upper School student discipline
- Oversees reporting of student progress in coordination with the Registrar
- Oversees communication between school and parents and meets with parents about issues of mutual concern
- Works with the Dean of Faculty and department heads to recruit, hire, evaluate, and retain Upper School faculty



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- Collaborates with colleagues on the School's Administrative Team to ensure a consistent and cohesive PreK-12 academic program
- Assists in admission decisions for the Upper School
- Collaborates closely with the college counselors to support students' transition to post-secondary education
- Sits on several school leadership committees: Administrative Team, Curriculum Council, Admissions Committee, and Operations Committee

### **Experience:**

- Candidates for the position must have at least 3-5 years of experience in an administrative or senior teaching position, preferably at an independent school.
- Must hold a bachelor's degree. Exceptionally strong candidates will possess a graduate degree, preferably in education or a related field.

### **Characteristics and Qualities:**

- The successful candidate will be collaborative and process oriented, and will possess effective written and oral communication skills.
- Strong candidates will have an understanding of the value of an all-girls education and will possess the eagerness to learn about the best ways to help young women of promise reach their full potential as learners and leaders.
- The successful candidate will be a good listener who is proactive, able to see both the big picture and the details, and will have a strong vision for Upper School pedagogy and curriculum.
- The next Director of the Upper School will love Upper School and enjoy spending time with students, faculty, staff, and parents.

Interested candidates should submit a cover letter outlining their interest in and qualifications for this specific position and a resume in a single Word document to: Diane Mosher, Hiring Coordinator, Columbus School for Girls, 65 S. Drexel Ave., Columbus, Ohio 43209; fax: (614) 252-0571; or email [hr@columbuschoolforgirls.org](mailto:hr@columbuschoolforgirls.org).

Please put ***Director of Upper School*** in the subject line.

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