



## STAFF JOB DESCRIPTION

**Title:** Director of Upper School  
**Appointment:** July 1, 2020  
**Reports to:** Head of School

Laurel School is seeking talented staff who want to join an environment where our students are first and staff strive to make a difference in their lives. We seek to attract culturally and academically diverse staff who thrive on being engaged participants in our academic community. The most successful candidates see opportunities before problems and can laugh at themselves while succeeding in a fast-paced, forward-thinking educational environment. Laurel lives its mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

### **Position Summary:**

Laurel School seeks an innovative, collaborative and inspiring leader to serve as Director of Upper School, to start on July 1, 2020.

The Upper School Director sets the tone and oversees every aspect of grades 9-12. S/he works closely with the Dean of Students, and it is his/her job to provide vision and direction to the Upper School Faculty, oversee daily operations and programs of the division and guide the overall curriculum and pedagogy in the Upper School. As a key member of Laurel's leadership team, the Director of Upper School will work with colleagues to shape and implement school-wide strategic objectives that reflect the school's mission and values.

S/he provides leadership, direction, supervision and evaluation for the Upper School faculty.

S/he oversees the Upper School leadership team, including the Dean of Students, four grade level leaders, the Director of College Counseling, the Athletic Director and an Administrative Assistant.

Together with the Department Chairs and Director of Teaching and Learning, the Upper School Director also oversees the professional development of the Upper School faculty, recruiting, supervising, evaluating and mentoring talented educators.

The ideal candidate will lead with integrity, transparency, empathy and humor, keeping the wellbeing of girls always at the center. S/he will be an excellent communicator, a great listener, and a champion of authenticity. S/he will also be an experienced, passionate educator, with a proven record of leadership and inclusion, who is excited by the opportunity to inspire and shape a division of extraordinary girls taught by an exceptional faculty.

### **Duties and responsibilities include, but are not limited to:**

- Working effectively with all constituencies, cultivating a strong sense of community and culture and forging relationships;
- Fostering a diverse, inclusive and supportive environment, for students, faculty, staff and families;
- Interacting with parents as "the face" of the Upper School
- Presiding over all Upper School events

- Manage a comprehensive calendar of school events and keep the entire school community informed of various school programs and activities.
- Demonstrating transparency, sensitivity, integrity and respect for others;
- Promoting innovation, creativity and best pedagogical practices as related to our academics, co-curricular programs and use of educational technology;
- Possessing extensive knowledge of girls' developmental and educational needs;
- Balancing collaboration with decisiveness, keeping the girls always at the center.
- Keeping a sense of humor; be approachable and accessible; listen well.
- Being highly visible in our community, engaging fully in the life of the School by being present in the classrooms, afterschool programs and campus events.

**Required Qualifications:**

The ideal candidate will have an advanced degree, at least 10 years of relevant experience and a dedication to continuous personal and professional growth. S/he should be highly committed to all-girls' education.

**Salary:**

Compensation is competitive with area independent schools and commensurate with experience.

**To Apply:**

Please visit [www.laurelschool.org](http://www.laurelschool.org) for further information and a job application.

**Work Environment:**

Laurel School is a dynamic, forward-thinking, K-12 girls' school, with a co-ed pre-primary division where every child is well known. As a Facing History and Ourselves School, Laurel is fully committed to equity and inclusion; we actively seek a culturally diverse faculty and staff.

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. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative, and innovative. Our 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.

*Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.*