



Andrews Osborne ACADEMY

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UPPER SCHOOL DIRECTOR

Appointment: Full-time
Reports to: Head of School

Work Environment:

Andrews Osborne Academy (AOA) is an independent, coeducational, college preparatory day (PK to grade PG) and boarding (grades 7-PG) school located in Willoughby, OH. Our Academy offers early childhood, elementary, middle and secondary education to committed students in a multicultural setting. AOA is known throughout the region for offering a community built upon deep and meaningful relationships between and among teachers, students, families, and staff, and for developing a superlative educational paradigm. That paradigm is invested in two deeply held beliefs - that students need to think critically AND creatively, and that knowledge is deepened through plurality. An AOA education empowers students to develop into empathic and caring global citizens capable of leading the way into a dynamic future.

Job Description:

The Upper School Director is a 12 month position responsible for the day-to-day management of the Upper School. S/he works closely with the Head of School to ensure that the school's mission is implemented. This includes working with three essential constituencies of the school: students, families and faculty/staff. The position requires oversight, coordination and overall management of the faculty as they implement the curriculum. The Upper School Director is a member of the school's senior leadership team.

Duties and Responsibilities include, but are not restricted to:

- Function as the chief articulator of the division's programs, expectations, behavioral guidelines, and other information
- Evaluate Upper School faculty both formally (as determined by evaluation schedule) and informally (as needed in between formal evaluations)
- Make recommendations to the Head of School on hiring, retention and assignment of faculty
- Conduct regular meetings with faculty
- Establish programs for the orientation of new teachers
- Communicate on a regular basis with all constituents
- Oversee system of academic and personal advising for all Upper School students
- Oversee the grading and reporting of student progress to families



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- Be a visible presence in all areas of the school as well as school activities and events
- Collaborate with Middle School Director on development of daily schedule
- Assist in the admission process
- Serve on Leadership Team
- Meet regularly with Division Directors' group
- Manage the Upper School budget
- Perform other duties as assigned by the Head of School where necessary

Qualifications:

- 5+ years in academic administration
- Experience working in independent schools
- Bachelor's degree at a minimum
- Experience working in a boarding school a plus

Contact Info:

Resumes and letters of interest should be sent directly to Laura Hehr at lhehr@andrewsosborne.org. No phone inquiries please.

Andrews Osborne Academy is an equal opportunity employer committed to cultural diversity in our workforce.

www.andrewsosborne.org