



Columbus School for Girls

Columbus School for Girls Assistant Head of School

Effective July 1, 2023

Columbus School for Girls (CSG) seeks a skilled, experienced and dynamic leader to join our administrative team as our next Assistant Head of School, beginning July 1, 2023.

About CSG:

Columbus School for Girls, a preschool-12 independent day school in Columbus, Ohio, empowers girls to discover their distinct potential as learners and leaders. To learn more about our distinguished academic program, please review our school overview [here](#). CSG's bucolic 8-acre academic campus in the beautiful Bexley neighborhood is a ten-minute drive from downtown Columbus, a city bustling with the artistic, civic, and shopping experiences that belie the ease of lifestyle that the city affords its residents. 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.

Major Functions and Responsibilities:

Reporting to the Head of School, the Assistant Head of School will be responsible for oversight of the academic and signature programs of the school and ensuring alignment across divisions and departments as they work to support the school's strategic vision and goals.

Key responsibilities include:

- Partner with the Division Directors to sustain academic excellence and to promote a one-school identity through management and implementation of school-wide programming such as Big/Little Sis, school-wide assemblies and other such initiatives
- Performance management of direct reports and oversight of key programs, including the Director of the Center for Girls & Young Women's Leadership, Student Support Services (Nurse, School Counselors), Technology, HER Academy, summer programming, and others as assigned
- Oversight of Curriculum Council to support vertical and horizontal curricular development, alignment, documentation and innovation in teaching and learning at CSG
- Oversee the cultivation of community-based strategic partnerships that expand programming and educational opportunities for CSG students, faculty/staff and families
- Oversight of new and existing signature initiatives, including the Center for Girls' & Young Women's Leadership, global studies and other new initiatives for the school
- Manage the process and budget for professional development of faculty and staff; oversight of the hiring and evaluation processes for all faculty and staff
- In partnership with the Administrative Team, support the development and implementation of operational policies and procedures (handbooks, accreditation, Ohio Department of Education requirements, etc.); ensure compliance with state and local regulations for schools
- Represent the preschool through grade 12 academic program as a member of the Strategic Advancement team, ensuring the arch of the program is effectively communicated in the school's marketing, enrollment and fundraising efforts
- Partner with the Chief Equity Officer to promote the school's commitment to DEIB through the academic program of the school in support of our girls' school mission
- Serve as a member of the Administrative Team, Operations Team, Technology Committee, Board Committees and other committees as assigned
- Maintain and communicate knowledge of current and cutting-edge research in the field of pre-school-12 teaching and learning for girls
- Serve as a thought partner to the Head of School in designing and implementing new programs for the school and assume responsibility for other projects as assigned by the Head of School

Qualities and Alignment to CSG's Mission and Core Values



Columbus School for Girls

The ideal candidate for this position possesses a deep understanding of and belief in the power of a girls' school education. They are familiar with and believe in the value of an independent school education and are committed to working towards realizing CSG's mission to empower girls to discover their distinct potential as learners and leaders. They demonstrate a commitment to DEIB work in support of a girls' school mission and recognize the importance of the school's core value of being individual in mind and community at heart. They will have demonstrated the ability to lead with strength and grace while also setting high standards and expectations for excellence. The ideal candidate is ambitious and determined, empathetic and challenging, intellectual and thoughtful, enterprising, imaginative and creative.

Characteristics, Qualities, Values & Competencies

- Superior organizational skills with exceptional attention to detail
- Integrity, sound judgment, confidentiality, and an ability to balance multiple perspectives
- Ability to navigate a fast-paced environment, resilience and the capacity to pivot as needed
- Energy and enthusiasm to work simultaneously on multiple projects and manage competing priorities
- Ability to model leadership, lifelong learning, healthy risk taking and resilience for faculty, staff and students
- Confident public speaker and excellent written communicator
- Creative thinker and problem solver
- Proficient with academic technology
- High emotional intelligence, strong cultural competence and a demonstrated belief in the value of a diverse and multicultural community
- Inspiring leadership with the ability to build consensus and bring communities together

Experience & Skills:

- Bachelor's degree required; Master's degree preferred
- Minimum seven years working experience in a school setting
- Experience as a school leader or administrator, preferably in an independent school;
- Experience in girls' schools or girl-centered organizations preferred
- Experience working with students across ages and stages of development preferred; classroom teaching experience preferred
- Demonstrated success setting expectations for professionalism, accountability, and collegiality
- Experience leading a school that values a student-centered, project-based approach to teaching and learning

Commitment to Diversity: Columbus School for Girls strives to cultivate a culture of belonging through its curriculum, pedagogy, school programs, extracurricular activities, and overall student experience. We value the diversity of our student population with 37% of students self-identifying as people of color. CSG students come from all 5 major religions, 51 zip codes, and a range of family structures and socioeconomic backgrounds.

Interested candidates should apply on the Career page of our website at: <https://www.columbuschoolforgirls.org/about/careers> and submit a cover letter outlining their interest in and qualifications for this specific position including a resume.

Columbus School for Girls celebrates the diversity of our school and local communities including race, color, religion, national or ethnic origin, gender, sexual orientation, and gender identity. We welcome candidates representing the diversity of the world in our educational program, admissions, financial aid program, staff hiring, and other school-administered programs.