

Columbus Academy

Head of Upper School (Grades 9-12)

Position Description

The School: Founded in 1911, Columbus Academy is a PreK-12 coeducational college preparatory day school of 1,075 students located on a 231-acre campus ten miles from downtown Columbus, Ohio. Student programs are organized into three divisions: Lower School (Pre-Kindergarten-Grade 4), Middle School (Grades 5-8), and Upper School (Grades 9-12). The school offers a rigorous academic program as part of its mission to educate the whole child – mind, body, and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: The school seeks an experienced and qualified individual to lead its Upper School, including 360 students and 40 faculty members in grades 9-12. The Upper School offers a comprehensive academic program, including a strong commitment to Advanced Placement. A wide-ranging co-curricular program is offered involving interscholastic athletics, service, music, theater, publications, etc.

Qualifications: Preferred candidates will possess the following qualifications:

- Secondary teaching, administrative, and curriculum development experience in an academically rigorous setting
- A love of and respect for adolescents
- Effective communication and interpersonal skills
- High regard for the work of teachers and the concerns of parents
- Ability to educate about, manage, and develop programs in areas of multiculturalism, diversity, equity and social justice.
- Creativity, enthusiasm, and personal warmth
- An understanding of and commitment to emerging educational trends involving the use of technology

Position Expectations: The individual selected to this position will be expected to carry out the following responsibilities:

- Setting a positive tone of mutual respect, strong effort, excellence, and good humor
- Finding balance points among the various demands on student and faculty time
- Managing the budget accounts for a variety of Upper School programs
- Supervising the various Upper School programs in the academic and co-curricular realms
- Guiding faculty professional development, for the faculty as a whole and for individuals as needed
- Coordinating parent communications and relations
- Chairing the Upper School Admissions Committee
- Assuring that College Counseling meets the needs of students and families
- Leading the academic Department Chairs
- Overseeing the discipline of Upper School students
- Working with various school personnel to assure that reasonable support is provided for students with non-standard academic or social-emotional needs
- Interacting with the Heads of Lower and Middle School to assure a continuity of school program and mission
- Working with the Facilities Department to address the classroom and building needs of the Upper School

Physical Conditions: Candidates must be able to manage the following conditions:

- Ability to be physically mobile around a large campus

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

Columbus Academy believes strongly in the principles of diversity, equity, and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community that recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability, or socio-economic background.

The Head of Upper School reports directly to the Headmaster but is also afforded a high degree of autonomy while functioning as part of an administrative team to build a unified PreK-12 school. The responsibilities for this position begin July 1, 2012. Interested candidates should contact either djennings@educatorscollaborative.com or dling@educatorscollaborative.com.