



## Upper School Director

**DEPARTMENT:** Upper School

**REPORTS TO:** Associate Head of School

**FLSA STATUS:** Exempt

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### SUMMARY

The Upper School Director provides leadership for the Upper School faculty and students, oversees the daily operations and programs of the division, and is a member of the senior administrative team of Hathaway Brown School. The Director works cooperatively with the Head of School, the Associate Head of School, the Director of Diversity, Equity, and Student Life as well as the Early Childhood, Primary School, and Middle School division directors to coordinate the school's curriculum, programs, calendar, and traditions/rituals. The Director examines pedagogical practices, diversity/belonging efforts, and curriculum in order to ensure balance and age-appropriate expectations in an academically challenging Upper School program. In collaboration with the Associate Head of School, the Upper School Director hires, supervises, and guides teachers to create a positive and energized community of learners that embodies the mission and is dedicated to the needs of the Upper School girl. The Director is engaged in student life, providing a healthy structure for Upper School girls and encourages personal development, well-being, and good citizenship. The Director works closely with US mentors, fellowship directors, the US counselor, the Learning Specialist, and faculty to oversee the progress and well-being of students. S/he is responsible for communicating effectively and responsively with the Upper School parent community.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and maintain a culture and educational program centered around academic policies and curriculum incorporating the school's board-approved mission and goals, department goals, course objectives, materials, methods, and means of assessment for young adolescents.
- Serve as the educational leader of the upper school division, responsible for its day-to-day operation; assist the Associate Head of School in directing the activities of the members of the school instructional and non-instructional staff in the performance of their duties.

- Function as the chief articulator of the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully and appropriately informed and feel motivated and able to meet goals.
- Observe, supervise, and help evaluate the faculty in the development and implementation of curriculum. Supervise the teaching process, and review and evaluate the academic programs.
- Support a dynamic learning environment committed to excellence, the school and its leadership.
- Be aware of the educational, physical, social, and psychological needs of the members of the school community and develop plans for meeting those needs.
- Oversee and direct the activities of the department chairs, the sponsors of various student organizations and activities, and faculty committees.
- Provide an orderly, controlled environment in which learning can take place – a school climate that is supportive and reflects high morale.
- Schedule students, courses and faculty within the bounds of the school's master schedule; determine additional obligations of the faculty.
- Plan, track, and work to keep expenses in line with the Upper School budget.
- Promote diversity goals and initiatives in line with the school's Strategic Plan and diversity goals.
- Ensure compliance with legal requirements of government regulations and agencies; maintain the educational standards established by the state and by those agencies that examine and accredit the school.
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.
- Strive for unity, harmony, and cooperation through helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher.
- Conduct regular meetings with faculty, which will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- Assist in the planning and the presentation of school assemblies and programs; assist in maintaining a comprehensive calendar of school events; and keep the entire school community informed of various school programs and activities, including by way of a regular newsletter
- Provide for the academic guidance of students; coordinate student support team to ensure strong social-emotional development; maintain complete academic records on all students; oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement; participate in the plans and accommodations for students with learning differences.
- Establish guidelines for proper student conduct and dress; maintain student discipline with school policies; monitor students' adherence to established school rules; maintain accurate records of student attendance and citizenship.

- Be visibly present in all areas of the school; work toward a resolution of all problems – both routine and unique – as they arise; keeps the Head of School informed of the general programs, activities, and concerns of the school.

## **QUALIFICATIONS**

- Master's degree (M.A.) or equivalent; minimum five years' related experience and/or training; or equivalent combination of education and experience.
- Demonstrate significant school leadership experience as well as an understanding of the unique culture of Hathaway Brown.
- Experience in budget allocation and making informed financial decisions.
- Ability to recognize and express the long-term benefits of all-girls education and the distinctive value of Hathaway Brown School.
- Demonstrate a passion and understanding for independent schools.
- Prior classroom and broad school community-wide experience is essential. Girls' school experience is a plus
- Genuine sense of humor and infectious optimism, integrity, and a love of teaching and learning.
- Collaborative point of view; able to warmly and enthusiastically partner with students, faculty, and parents; able to speak articulately to groups of people.
- Solid awareness of best practices and innovations in the field of education in general and in girls schools in particular.
- Proven track record of success in designing and implementing educational programs or other strategic organizational initiatives.

## **DIVERSITY, EQUITY AND INCLUSION**

Hathaway Brown is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. The representation and full engagement of the diverse points of view of individuals with varied life experiences is a source of strength and wisdom that enriches the learning environment and fuels innovation and growth, particularly as students are prepared for lives of strong character, public service, and leadership.

Hathaway Brown respects and affirms the dignity and worth of each member of our community. These values of diversity, equity, and inclusion are rooted in our mission; our motto, *We Learn Not For School But For Life*; and our Community Agreement, and it is our expectation that all those affiliated with the institution uphold and demonstrate these shared values both in spirit and in practice at all times.

We strongly encourage applications from people who are members of marginalized communities.

## **ABOUT HATHAWAY BROWN**

Hathaway Brown School has a rich 146-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 850 students and 225 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

## **TO APPLY:**

Knuckleball Consulting is assisting Hathaway Brown in this search. Please submit a resume and/or letter of interest by email only to: [mike.vachow@knuckleballconsulting.com](mailto:mike.vachow@knuckleballconsulting.com). Please do not call the school directly.

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