



**Westerly School, Long Beach, CA**

**Assistant Head of School for Academic and Student Affairs**

**Start Date: July 1, 2024**

### **Our School**

Westerly School is an independent, kindergarten through 8th grade school focused on whole child education. Through inquiry-based pedagogy and practices, Westerly School strives to recognize and meet the needs of every student to ignite within each child a lifelong love of learning as they discover their full and unique potential. Founded in 1991 by a group of parents who wanted to provide an alternative to the Long Beach Unified School District education, Westerly remains the only non-secular K-8 independent school in Long Beach. Westerly currently enrolls over 180 students.

### **Position Description**

The Assistant Head of School for Academic and Student Affairs works in close partnership with the Head of School to advance the school's mission and oversee the day-to-day operations of the school. They will report directly to the Head of School and will have primary management responsibility (assisted by other members of the administration) for the school during the Head's absence. The Assistant Head will also represent the Head of School as needed at meetings or functions within and outside the Westerly community.

In partnership with the Head of School, the Assistant Head will help oversee the direction for the school's educational philosophy, curricular design, signature programming, and partnerships with families and students. The Assistant Head of School for Academic and Student Affairs serves as counsel and collaborator with the Head of School. Some specific duties and responsibilities of the Assistant Head include the following, as well as other projects or tasks as assigned:

**Instructional Leadership:** Collaborate and support the Head of School in developing and planning the strategic vision, and other curricular initiatives, frameworks, or special schoolwide programs

- Work closely with the Head of School to ensure an effective schoolwide curricular scope & sequence
- Serve as an instruction and curriculum expert and be fully apprised of Westerly's educational philosophy, and current educational trends and best practices, including educational research, brain research, and successful teaching practices
- Collaborate with the Head of School providing instructional leadership (curriculum oversight, assuring responsiveness to students' needs and interests, vertical integration, excellence in all disciplines, congruence with mission and strategic vision goals, and ongoing innovation).
- Coordinate Grade K through 8 parent meetings related to the curriculum, instruction, trips, etc.
- Oversee and coordinate educational field student programs (field trips) for both day-trip and overnight field studies

**Faculty and Staff Leadership, Support:** Provide a strong, supportive faculty and staff oversight and guidance, working closely with the Head of School

- Support teachers, specialists, and staff in instructional design, curricular adherence, professional development, classroom management, differentiated instruction and adhering to school principles of

- collaboration, responsibility, adaptability, communication and adhering to DEIJB Best Practices
- Serve as the Head of School's point person for creating an optimal faculty culture and teaching practices across the school, involving collaborating with the Head of School to design and instill best practices and a positive school climate.
- Maintain a strong presence within the faculty (support, supervise and evaluate), conducting regular and individual team meetings, whole group faculty meetings and classroom observations
- Ensure lead faculty members are forming a positive partnership with teaching associates including support for pedagogical growth and skill development through mentorship; and lead teachers conduct an annual review providing constructive feedback.
- Work collaboratively with the Head of School to strategically design all professional development programs including faculty orientations, in-house workshops, committee work, and faculty evaluations
- Coordinate hiring of teachers, teaching associates, and substitutes (maintain an active sub list)
  - Manage absent or tardy staff coverage, serve as a sub when unable to secure coverage
- Mediate any faculty and staff conflicts
- Oversee and support the Auxiliary Program Manager (Wildcat after school, summer programs) with a commitment to providing a multi-faceted education, and creating new K-8 offerings

**Student and Family Support:** Collaborate and lead the work in supporting student behavior and communication with families related to student challenges and growth opportunities, expectations and consequences in meeting the school's mission and values

- Provide support, guidance (coordinating with the Student Success Team) and address student behavior or social emotional challenges, including follow up with families, HOS, Faculty as needed.
- Monitor new student progress and assimilation to the school and their individual, academic and personal growth
- Communicate with parents regularly, informing parents and families of the School's practices, policies, school schedules, service learning activities and student opportunities
- Manage all student discipline, conflict resolution, guidance and referrals
- In collaboration with the Learning Support Specialist, help design and ensure implementation of Student Action Plans
- Keep parents and families informed of any unusual circumstances (e.g. discipline, schedules, accidents, etc.)
- Meet regularly with the Head of School to solve/discuss student retention, parent concerns/issues, operations, space and facilities, personnel, assessments, students etc.

**Community-Wide and Operational Leadership:** Manages and organizes schoolwide and community-wide events, project management including some Board initiated scope of work

- Contribute meaningfully to efforts in admissions and operations with the Head of School, Director of Finance and Operations, and Board of Trustees, as needed
- Participate in school activities (including, but not limited to the Fall Jamboree, Back to School Nights, Talent Show & Grade-level coffees, Theater Performances, Spring Auction, Spring Arts Festival, Parent Education offerings etc.)
- Partner with the Head of School to interpret ERB/STAR test scores and lead assessment discussions for teachers, parents, and administrators, to inform student and programmatic growth
- Recommend and prioritize purchase recommendations for supplies, texts, and furniture needs for

- approval by the Director of Finance & Operations and/or Head of School
- Coordinate with faculty to develop master schedule and oversee daily schedule of teachers, teacher associates and all classroom schedules
- Attend and contribute to board meetings and board reports
- Serve on one board committee

#### **Qualifications and Skills:**

- Bachelor's degree, preferably advanced degree in education or a related area
- 5 or more years of experience in education, preferably elementary-middle school
- Ability to work collaboratively with a forward-thinking leadership team
- Strong organizational management skills to oversee multiple programs
- Strong communication skills and the cultural competence to work well with diverse constituent groups including students, faculty, and parents, including the ability to manage difficult conversations
- Proven commitment to elementary and middle school education and the capacity to lead and continue development of effective curriculum and training differentiated learning across grades K through 8 experience, and RULER is a plus
- Experience and empathy to be a mentor to faculty and staff and a key resource to parents of children
- Strong ability to strike the right balance between maintaining a warm, approachable presence and being a clear, decisive leader who also understands the need for energy, optimism and a sense of humor
- Candidates should have a record of past leadership activities, which may include grade level, department leadership or leadership on select committees
- Energy, optimism and a sense of humor necessary to take joy in the leadership of a school and its community

#### **Job Information**

Job Type: Full-time exempt

Compensation package:

Pay range - \$120,000 - \$150,000 commensurate with skills and experience

Benefits - Medical, Dental, Vision and Life insurance; Flexible Spending Account;

403(b) retirement plan, vacation and paid sick leave, professional development opportunities

Westerly School is an equal opportunity employer and makes employment decisions on the basis of merit. School policy prohibits unlawful discrimination based on age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, registered domestic partner status, sexual orientation, physical or mental disability, a medical condition including genetic characteristics, or any other consideration made unlawful by federal, state or local laws.

Applicants, please submit a cover letter, resume, and at least 3 written letters of recommendation to: Toni DiNapoli, Director of Finance & Facilities, at [tdinapoli@westerlyschool.org](mailto:tdinapoli@westerlyschool.org) with "Asst HOS - (your name)" written in the subject line.