



SOUTHWESTERN ACADEMY

Assistant Head of School Position Description

Southwestern Academy is seeking an enthusiastic and motivated person to assume the position of Assistant Head of School. Located near Pasadena, California in the safe and beautiful community of San Marino, the academy has for 98 years provided guidance and a strong academic foundation for young people entering colleges and universities throughout the United States and the world. As a co-ed boarding and day school for over 100 students, we welcome domestic and international students in grades 6 to 12.

General Description

The Assistant Head of School reports to the Head of School and has responsibility for all aspects of curricular and co-curricular life at Southwestern Academy. This includes but is not limited to recruitment, hiring, orientation, assignment of responsibilities, evaluation, and professional development of staff. The assistant Head of School will oversee the operation of the school in the Head of School's absence.

Salary is competitive and based on qualifications and experience. A generous and flexible benefit package is also offered. In the case of relocation to work at Southwestern Academy, school owned housing may be available.

Responsibilities

- Responsible for the coordination of all faculty recruitment and hiring.
- Working with various department heads designs, organizes, and leads orientation for new faculty members. Responsible for implementation of the faculty work week prior to fall opening of the school.
- Works with other key administrators responsible for the design and implementation of the yearly school calendar.
- Works with the Head of School and Business Office creating and monitoring the budget for the academic areas of the school.
- Works with key administrators in assigning academic, afternoon program and co-curricular responsibilities to all full-time and part-time staff.
- Oversees and coordinates with other key administrators the evaluation of all full-time and part time faculty and staff members who lead the school's academic, co-curricular, and afternoon programs.
- Oversees the school's faculty professional development budget and makes decisions on all faculty requests for professional development in consultation with the Head of School.
- Provides reports and meets with the Board of Trustees as requested by the Head of School.
- Works closely with the Head of School and takes on day-to-day responsibilities, as necessary.
- Teaching and afternoon program roles are a possibility, depending on program needs.

Competencies

- Demonstrated leadership ability and experience inspiring teams to work together in pursuit of collective goals and institutional needs.
- An ability to understand and deal successfully with the complex problems associated with the management of a boarding school.
- An ability to balance multiple demands in ways that are well organized, clearly communicated, and inclusive of a wide range of perspectives within the school
- An empathic capacity and demonstrated ability to listen while engaging colleagues in conversation about professional challenges and opportunities.
- A demonstrated commitment to diversity, equity, and inclusion in current and previous places of employment.
- A demonstrated ability to communicate clearly both in writing and public speaking to all school constituencies.
- An enthusiasm for high school students and for working collaboratively with fellow faculty members in ways that help students learn, grow, and become exemplary citizens and leaders in our community and in the world at large.

Education

All candidates must have earned a BS or BA degree from a college or university. A MA or MS a plus. In addition, candidates should have eight to ten or more years of experience working in education with administrative and leadership experience required. Experience working at a boarding school is a plus.

Travel

There will be an occasional need to travel on behalf of the school, but this will not be a primary component of the position.

Application Information

All interested candidates should submit the following materials. The position remains open until filled.

- A cover letter expressing why you are interested in Southwestern Academy and this opportunity.
- A current resume.
- Five professional references and their contact information.

Please send your materials by email with attachments to:
jobs@southwesternacademy.edu

EEO Statement

Southwestern Academy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.