



**Green Hedges School**  
**Assistant Head of School**  
**2022-2023**

Green Hedges seeks a full-time **Assistant Head of School** to start July 1, 2022. As a member of Green Hedges School senior leadership team, the Assistant Head of School provides leadership, oversight, and vision for both the day-to-day academic and organizational operations and the strategic initiatives of the school. The Assistant Head will partner closely with the Head of School, leadership team, curriculum coordinator, faculty, staff, students, families, and community to continue to develop and promote curriculum, programs, and institutional practices that reflect Green Hedges School's ongoing commitment to academic excellence, robust enrichment, DEIJB initiatives, and child-centered learning.

Green Hedges is a private independent school serving ages 2 through Grade 8 school with approximately 180 students. The School is located in Vienna, VA, fourteen miles west of Washington, DC.

**Key Responsibilities**

***Academic Leadership***

The Assistant Head of School will serve as an instructional leader across all three departments—Montessori (Ages 2 – Kindergarten), Lower School (Grades 1-5), and Middle School (Grades 6-8)—providing support and guidance to the teaching faculty. This includes, but is not limited to, the following responsibilities:

- Promote a culture of academic excellence and innovation by serving as a visible presence in the school community and a passionate spokesperson for Green Hedges and its academic programs.
- Lead the implementation of the strategic vision for Green Hedges School academic programs.
- Stay on top of current trends, research, and emerging ideas in the education landscape to support academic innovation.
- Oversee the day-to-day operations of the academic programs, which includes all aspects of teaching and learning, curriculum development, progress monitoring, reporting, and program assessment.
- Foster teachers' professional growth in effectiveness of instructional delivery, which includes, but is not limited to, differentiating instruction, classroom management, and to support all students.
- Design the master schedule.
- Provide leadership in implementing learning objectives from age 2 through Grade 8
- Implement instructional and assessment strategies by collecting and analyzing student achievement data, facilitating discussions amongst teachers, staff, parents, and students, and working with the Head of School to plan professional development.

### ***Student Services Leadership and Parent Liaison***

- Collaborate with, support, and provide leadership to the school counselor and learning specialist.
- Act as a parent liaison to bridge the communication between school and home by helping parents get the information, help, and support they need to ensure their child's academic and social success in school.
- Continue the development of a middle-school advisory program that fosters growth in social-emotional learning, executive functioning, and study skills.
- Implement and monitor school-wide behavioral expectations and policies.
- In consultation with the school counselor, learning specialist, and Head of School, make recommendations for students in need of additional support or services.

### ***Talent Recruitment, Evaluation, and Professional Development***

- Oversee the faculty recruitment and hiring processes—Early Learning through Grade 8—and coordinate orientation and yearlong programming for new faculty and staff.
- Foster a culture of faculty growth and oversee the annual process of teacher evaluation.
- Oversee professional development programs by designing and coordinating all school professional development days.
- Supervise employees, which includes serving as an instructional leader, assigning and directing work, interviewing, and evaluating performance.
- Coordinate coverage in the absence of the teacher.

### ***Head of School***

- As a member of the Green Hedges School leadership team, partner with the Head of School on the implementation of the Head's vision and goals and the development and execution of strategic initiatives.
- Act as a key advisor to the Head of School.

### ***Board of Trustees***

- Attend all Board meetings and report, as necessary, on strategic academic initiatives.

### **Leadership and Personal Qualities**

- Enthusiastic commitment to Green Hedges School mission, vision, and strategic plan, recognizing the significance of faculty and student social and emotional well-being to the development of an excellent academic program.
- An ability to lead, facilitate collaboration, and manage multiple projects and assignments with excellent organization, delivery, communication, creativity, planning, flexibility, and attention to detail.
- An ability to design and implement organizational systems, educational models, and operational protocols in support of all aspects of the academic programs.
- Confidence, warmth, patience, and a sense of humor that complement Green Hedges School culture and values.

- Ability to influence and engage a wide range of constituents and build long-term relationships.
- Ability to build trust, work collaboratively, and engage productively with students, families, faculty, staff, trustees, and colleagues on the leadership team.
- Willing to work in a team environment, to share ideas, and be open to other's ideas; flexibility and willingness to compromise.
- Interpersonal skills that reflect a growth mindset.
- Commitment to advancing diversity, equity, inclusion, justice, and belonging in all aspects of School life.
- Proven ability to communicate passionately, clearly, and concisely. Superior writing and oral communication skills.
- Delegate work as needed.

### **Professional and Leadership Qualifications**

- A Master's degree or higher in education or a related field.
- A deep understanding of curriculum and instruction and the developmental needs of young learners—early childhood through early adolescence.
- Expertise in leading complex, ongoing, and consensus-building innovation initiatives in a fast-paced, sometimes unpredictable, school environment.
- Experience in effectively and empathically leading faculty evaluation, growth, and professional development.
- A minimum of three years of school leadership and supervisory experience that reflects a track record of cultivating positive relationships with students, families, faculty, and staff.
- Prior early learning, elementary, or middle-school classroom teaching experience; minimum of five years.

### ***HOW TO APPLY:***

Interested and qualified candidates should submit the following materials

- A cover letter describing why you are interested in working at Green Hedges School and how your talents and experience are a fit for this position.
- A current résumé.
- A statement of your leadership philosophy (no longer than one page).
- A list of five professional references with name, phone number, and email address of each. (References will not be contacted without first notifying the candidate.)

**Please send your materials electronically in one email and as a single PDF document to:**

Jennifer Bohnen, Head of School

jbohnens@greenhedges.org

*Green Hedges School does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other characteristic protected by law.*