



Job Title: Assistant Head of Schools
Reports to: Head of Schools
Status: Senior Administrator, Salaried/Exempt, Full-time, Benefited

SUMMARY

The Assistant Head of Schools oversees the day-to-day educational program of The Webb Schools and works to create a mission-centered experience for all students.

RELATIONSHIPS

The Assistant Head of Schools reports to the Head of Schools. The Assistant Head of Schools directly supervises the Deans of Students, the Director of Athletics & Afternoon Activities, the Director of Studies, the Dean of Campus Life, the Director of Wellness, the Director of Experiential Learning, and the Director of Teaching & Learning Resources and works closely with the Dean of College Guidance and the Assistant Director and Director of Equity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Assistant Head of Schools is responsible for the overall daily direction and supervision of the educational programs, students, and faculty of The Webb Schools. This includes, but is not limited to, curriculum and academic program, boarding life, student advising, student activities, athletics, student discipline and teacher hiring, development, supervision, evaluation, and termination (with the Head of Schools). The Assistant Head of Schools is responsible for ensuring student and faculty programs and activities support the schools' mission and advance the goals of Webb's Strategic Plan and annual operating plans. Specific responsibilities include but are not limited to:

- Recruiting, mentoring, leading, supporting, assigning, and supervising the faculty.
- Overseeing the general care and development of students (and communicating with parents as needed).
- Coordinating the process of major disciplinary violations, deciding outcomes, and communicating to the community as needed and warranted.
- Overseeing the design and planning of the school calendar.
- Overseeing the budget management of direct reports and the position discretionary budget.
- Representing the schools both internally and externally with the Head of Schools.
- Overseeing the faculty professional development program and budgets in coordination with the Director of Studies and Dean of Faculty.
- Overseeing the design and coordination of experiential learning programs such as Unbounded Days and Summer Programs.

PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students *in loco parentis*.
- Promotes a trust-based community by keeping appropriate confidences.

- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

EDUCATION AND EXPERIENCE

A Master's degree (M.A.) or equivalent; with a minimum of eight years teaching experience and previous academic leadership experience required.

OTHER REQUIREMENTS

A current California driver license with a satisfactory motor vehicle record. A criminal background check must be successfully completed before employment can begin.

OTHER SKILLS

The Assistant Head of Schools should be:

- Conversant with all academic disciplines and familiar with traditional and current teaching methodologies across the curriculum.
- Able to communicate effectively with students, parents, faculty, staff, and administrators.
- Effective in managing complex tasks and projects as well as problem solving.
- Skilled with data analysis, statistics, and the production and interpretation of statistical reports.

SUPERVISORY RESPONSIBILITIES

Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Interested candidates should send their cover letter and résumé to:
Dr. Theresa Smith, Associate Head of Schools
tsmith@webb.org**

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