



Assistant Head of School

Department: Leadership

Reports To: Head of School

Hours/Type of Role: Full-time, Exempt

Managerial Role: Yes

Date Posted: 12/2, 2024

Start Date: July 7, 2025

End Date: June 30, 2026

Since 1972, Giddens School has held an unyielding commitment to social justice and equity as a central guide to our work with children. As a school community, we have the foundation to push ourselves forward and engage justice and equity within and beyond the school walls. The years ahead present Giddens School with exciting and ambitious strategic initiatives.

Our children are the future. At Giddens School, we prepare them to meet the challenges and seize the opportunities to make a difference in the real world. It's our mission to develop academically and emotionally confident children who will advocate for themselves and others. Our extraordinarily independent school helps students to discover themselves and become who they can be.

We believe the best learning happens in a diverse, inclusive, and caring school environment. We care deeply about equity and authentically nurturing a diverse community. It's not enough to talk about it- we walk the walk in daily life at Giddens.

Position Description:

The Assistant Head of School supports the Head of School in all aspects of school leadership and administration. This role focuses on enhancing the educational experience for students, supporting faculty development, and maintaining effective communication with families. Responsibilities include overseeing day-to-day school

operations, leading curriculum development, managing faculty recruitment and professional growth, and fostering a positive school culture. The Assistant Head also helps ensure that the school's mission and values are reflected in all aspects of school life. Additionally, they play a key role in strategic planning and implementing initiatives to drive the school's long-term success.

Essential Responsibilities

In addition to other responsibilities assigned by the Head of School, the Assistant Head of School will lead Giddens in ways that ensure it "walks the talk" of its mission, vision, and values every day. The Assistant Head of School will:

- Demonstrate a deep commitment to serving a school with a social justice mission and skills to engage community and all stakeholders to foster belonging and advance equity
- Lead all aspects of the program, ECE to 5th grade.
- In collaboration with the HoS, support faculty growth through Giddens' Professional Learning and Evaluation Framework which includes goal-setting, coaching, observation, and feedback.
- Lead curriculum development and mapping and support teachers with utilizing our Curriculum Mapping Tool.
- Support teachers in inquiry-based practices and in reflection and revision of SPARK curriculum and project-based learning for the whole school
- Support and develop teaching faculty at the individual, grade band, and whole school levels
- Collaborate with the Learning Services Team to provide student academic and behavioral support as well as instructional coaching support.
- Analyze student performance data to identify trends, areas of improvement, and instructional interventions. They use data-driven insights to make informed curriculum
- Lead the recruitment, hiring and retention of teaching faculty
- Partner with all leadership team members to advance teaching and learning and ensure that Giddens continues to provide a rich educational experience steeped in academic learning, social and emotional learning, and learning of and for justice.
- Design and facilitate professional development opportunities for teachers to enhance their skills, knowledge, and instructional practices - staff meetings, in-service days, workshops, seminars, etc

- Engage with parents, community members, and external partners to promote a supportive and collaborative educational environment. This may
- involve organizing outreach events, fostering partnerships with local organizations, and addressing community concerns related to curriculum and instruction.
- The Assistant Head shall work in a collegial manner with the administrative leadership team and all school staff to fulfill these responsibilities. As part of this team, the Assistant Head is responsible for contributing to the overall leadership of the school and promoting a climate that is equitable and inclusive for our teachers, staff, and preschool through 5th-grade students.

Working Relationships

- Senior Leadership Team
- Faculty, Staff and Administrators
- Facilities Team
- Business Office & Technology Staff
- Giddens School Board of Trustees
- Current and alumni families

Qualifications and skills:

It is essential that the Assistant Head of School create a collaborative, positive, and inclusive environment conducive to open communication and innovation. A qualified candidate for this position will have the following:

- A master's degree in educational administration or a similar degree
- At least five years elementary teaching experience
- At least five years of independent school leadership experience
- A sustained commitment to justice, equity, and inclusion as evident in teaching and leadership experience
- Expertise and extensive knowledge of project-based learning or inquiry approaches to learning
- Direct experience coaching teachers to support instructional practice
- Knowledge of current child development research and a commitment to implementing research-based best practices for supporting students and faculty
- Understanding of and experience with designing elementary curricula

- Understanding of and appreciation for an academic, social-emotional, and justice-based approach to education for children
- Excellent written and verbal communication skills
- Demonstrated commitment to building a positive community of equity and inclusion

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Compensation and Benefits:

Salary range is \$110,000 to \$130,000 depending on education and experience. Giddens School offers a mission-focused school culture, generous time off, a comprehensive benefits package that includes medical, dental and vision insurance, short-term and long-term disability, and retirement, a commitment to professional development, and a diverse school community.

Application Process:

Please submit a cover letter and resume to employment@giddensschool.org

Equal Opportunity Statement:

Giddens School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, gender identity, national origin, age, disability, genetic information, veteran status, marital status, sexual orientation, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, or honorably discharged veteran or military status or any other characteristic protected under federal, state, or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.