



# Chartwell School

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## **Chartwell School: Director of High School**

Full-time, salaried, exempt

Reports to: Head of School

Begins July 1, 2021

## **Introduction**

At Chartwell School (grades 1-12, co-ed, 140 students), we are excited to start our search for a High School Director for July 1, 2021. Our small High School currently has an enrollment of 42 students, but we anticipate 60 in the 2021-22 school year, growing to 75-80 by the end of 2023.

Chartwell is a school for students who think and learn differently; we are seeking a progressive and compassionate educator/administrator who takes delight in working with High School students and faculty, believes in individualizing the educational experience, has experience in supporting faculty, has a sincere interest in cognitive diversity, and is attentive to student wellness. Experience with project-based learning, varied learning styles, IEPs, team-teaching, and social-emotional learning will be of value in this position. Chartwell's administrative team and faculty looks forward to partnering with a collaborative, innovative, and energetic colleague committed to promoting equity, justice, and inclusion.

With new high school classrooms, a steady increase in enrollment, and a partnership with the UCSF Dyslexia Center, it's an exciting time to join the Chartwell community. The Director of the High School serves as a member of the School Leadership Team.

## **Duties & Responsibilities**

The Director of the High School sustains the vision and mission of Chartwell and champions an educational environment in which students and faculty thrive. They oversee all aspects of the high school curriculum and are responsible for developing and maintaining an academically rigorous, skills-focused, project-based, and compelling school experience for students with learning variations. The Director establishes a culture of collaboration, dedication, and compassion among faculty. They work closely with the Head of School to lead efforts for recruiting, developing, and evaluating faculty. They are responsible for program communications and events. They will spearhead the High School Admissions Committee and will work closely with the Director of Outreach and Family Engagement on enrollment and transitions in/out of Chartwell High School. The Director is responsible for the annual budget of the high school. They must proactively demonstrate

creative and innovative problem solutions, and they will work closely with the Head of School to carry out the Board's vision for the school.

**Specific duties and responsibilities:**

- Represent the interests of and assist in implementing the plans established by the Head of School, including the strategic plan, and other initiatives or special programs that cross the school's three divisions: Lower School, Middle School and High School.
- Focus on student learning profiles, a skills-based curriculum, a strong school culture with a robust social emotional learning program, and a consistent effort toward achieving the Chartwell Model of Effective Teaching.
- Create a collaborative, inclusive faculty culture in which all teachers are heard.
- Collaborate with colleagues to design and instill best practices in teaching and learning.
- Coordinate deadlines and process for family/teacher conference scheduling, CEPs, progress reports, report cards, and end-of-semester narrative grade reports.
- Review, edit and distribute all progress reports, semester-end grade reports, and CEPs.
- Coordinate with the Director of Outreach & Family Engagement to ensure students admitted to the school can be served by the academic program and that individual student learning profiles are created in the admissions process. This includes meeting with prospective families and students, reviewing student files and assessments (especially psychoeducational evaluations and IEP documents), and speaking with teachers, therapists, or administrators at other schools to evaluate the fit of the prospective student.
- Encourage and propose professional development opportunities for faculty and staff. Design in-house professional development programs including faculty orientations, department chair workshops, faculty leadership program, and faculty evaluations. Strategically align off-site professional development activities and resources.
- Coordinate hiring needs at the high school and support hiring needs in all divisions.
- Oversee skills-focused and project-based curriculum, ensuring responsiveness to students' needs and interests, congruence with mission and strategic plan goals, and ongoing innovation.
- Create class groupings, schedules and student placement consistent with student profiles and graduation requirements.
- Chair Division meetings.
- Build strong relationships with faculty and staff within the school and assist them in articulating the school's message.
- Support accreditation processes with WASC, CAIS and NPS (Non-Public School).
- Attend IEP meetings for all district-placed high school students. Review goals, collect data and feedback, select dates, and invite relevant teachers.

- Coordinate scheduling of, and attend, all school functions and activities, including Graduation, Retrospective, Transition Night, 8th Grade Shadow Day, Parent Teas, etc.
- Attend leadership, admissions, tech, staff, and other meetings as needed.
- Chair the High School Standards Committee
- Ensure students comply with legal, institutional, academic, and behavior standards.
- Monitor and maintain records of faculty absences, personal time, and professional development days.
- Coordinate substitutes
- Monitor and maintain records of student absences and tardies to ensure students are meeting requirements to pass classes.
- Manage the high school annual budget; anticipate financial problems and solutions. Oversee purchasing and endorsement of high school expenses, including field experiences
- Provide reports to the Head of School in advance of Board meetings as needed.
- Participate in future strategic vision for the growth and sustainability of the school and its programs.
- Recruit, train, evaluate, mentor, develop, retain and directly supervise faculty with the support of the Academic Dean.
- Supervise academic content and skill-based goals, benchmarks and outcomes.
- Ensure that student files are maintained with high standards of completeness and confidentiality.
- Schedule and attend family/teacher conferences.
- Schedule and oversee the after school program.
- Communicate and collaborate with the Director of the SEAD Program to schedule appropriate supports for students (OT, SLP, Counseling, tutoring, etc.)
- Oversee all field experience design and implementation.
- Guide faculty in textbook selection and ordering of all educational materials.
- Provide tours for families and individuals interested in Chartwell.
- Provide guidance and support for all faculty in regards to student issues.
- Conduct councils for students as needed.
- Set up and maintain daily the Morning Meeting for high school students and faculty.
- Review and update publication of Student and Family Handbook with other administrators.

## **Qualifications**

- Master's degree or post-graduate work in relevant subject matter and/or educational administration
- Administrative experience or aptitude in an educational setting with demonstrated educational and personnel leadership qualities are required.

- A minimum of five years teaching and /or administrative experience in an independent school environment is desired.
- Knowledge and experience working in an environment associated with learning differences highly desired.
- Experience with project-based learning is preferred.
- Excellent verbal and written communications skills.
- Exceptional collaborator, problem solver and innovator

**To apply, please send your resume, a statement of educational philosophy, names and contact information for 3-5 references, and a cover letter addressed to Kate Mulligan, Head of School, outlining your relevant experience and interest in the position. All documents should be submitted as one consolidated PDF and sent to [teach@chartwell.org](mailto:teach@chartwell.org)**

Compensation is commensurate with qualifications and experience; medical and other benefits are included.

*Chartwell School 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.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*