

BRIGHAM HILL
CONSULTANCY



National Cathedral School
Washington, D.C.

Associate Head of School and Head of Upper School

The School

National Cathedral School (NCS) is an Episcopal, independent, college preparatory day school enrolling 585 girls from the greater Washington area in grades 4 through 12. Located in Northwest Washington on 59 beautiful acres, the Cathedral Close is home to NCS, St. Albans School for Boys, and Beauvoir: The National Cathedral Elementary School. Kathleen O'Neill Jamieson has served as the Head of National Cathedral School since 2003.

MISSION STATEMENT

We believe in the power of young women and educate them to embrace our core values of excellence, service, courage, and conscience.

National Cathedral School consists of three divisions: Lower School (140 girls in grades 4-6), Middle School (128 in grades 7-8), and Upper School (317 girls in grades 9-12). The 73 full-time faculty members seek to inspire in each girl both the respect for knowledge and the enduring enjoyment of learning that constitute excellence in education. Through the passionate exchange of ideas, opportunities for analytical and creative thinking, personal reflection, and the joy of discovery, students achieve high levels of skill in their academic and extracurricular endeavors. Small classes averaging 15 students, a robust counseling program with a dedicated counselor in each division, learning specialists in the Teaching and Learning Center, and a number of other specialists and staff members support the development of every student. NCS graduates take on the challenges of life keenly aware of their capacity for leadership and ability to make meaningful contributions to the world. Extensive details about the grades 4-12 curriculum can be found online [here](#), and more information about student life is available [here](#).

One of National Cathedral School's most unique and notable offerings, the Coordinate Program with St. Albans School for Boys allows NCS students to participate in a variety of coeducational opportunities, which increase by grade, while reaping the benefits of a single-sex education. As noted in the Coordinate Education Statement prepared by NCS and St. Albans in 2012, "The

BRIGHAM HILL CONSULTANCY

NATIONAL CATHEDRAL SCHOOL Associate Head of School and Head of Upper School

Coordinate Program offers the advantage of each school's outstanding teachers, state-of-the-art facilities, and diversity and depth of programs, significantly expanding the academic and extracurricular options available to each young woman and man on the Close.”

NCS expresses the philosophy of the Washington National Cathedral and the Episcopal Church by embracing the diversity of human experience. As the National Cathedral is a “house of prayer for all people,” National Cathedral School honors all faith traditions and welcomes and celebrates students, faculty, and staff from all walks of life. NCS strives to imbue classrooms with informed multicultural curriculum and pedagogy, to design student life programs that encourage inclusivity, and to recruit and retain a diverse group of students and teachers.

The Opportunity

The next Associate Head of School/Head of Upper School will join NCS at an exciting time. The *Educating Women for the World* capital campaign has funded several significant facilities renovations and expansions. The final project, which will open in September 2016, will result in new spaces for performing arts, a new Health and Wellness Center, and a state-of-the-art library and instructional media center.

In addition, *On Behalf of Our Students*, the school's 2012-2017 strategic plan, has a number of important, ongoing initiatives focused on curriculum and programs, community and culture, and faculty development in which the new Associate Head of School/Head of Upper School will play a key leadership role. Among these goals are expanding and refining both curricula and pedagogical methods, including increasing interdisciplinary approaches and the use of instructional technology; maximizing STEM offerings; expanding opportunities for faculty leadership and professional development; “vigorously and strategically” recruiting students, faculty, and staff from underrepresented populations; supporting collaborations between NCS constituencies and with other public and private organizations; and sustaining the productive and positive partnership with St. Albans School. The complete strategic plan is available [here](#).

Responsibilities

Reporting to the Head of School and serving as a key member of the administrative team, the Associate Head of School/Head of Upper School has responsibility for the day-to-day operations and success of the Upper School while also providing the strategic vision and leadership to support and enhance curricula and programs in grades 4-12. Direct reports include the Dean of Student Life, the Registrar, and an administrative assistant. Specific responsibilities include the following:

- Leading innovation and enhancements in pedagogy, curriculum, technology, and programs both among all faculty members and as the Chair of the Department Chairs Committee and the Curriculum Committee.

BRIGHAM HILL
CONSULTANCY

NATIONAL CATHEDRAL SCHOOL
Associate Head of School and Head of Upper School

- In collaboration with the Head of School and other administrative team members, hiring, mentoring, evaluating, and supporting faculty who bring subject matter expertise and an understanding of how girls learn, and encouraging their ongoing professional development through both formal plans and ongoing conversations about best practices.
- Supporting students, faculty, and staff in strengthening and sustaining a community of mutual respect and collaboration that properly reflects the commitments that members of this powerful and faithful community make.
- Serving as a positive and visible presence in the daily life of the school, including attending special events, visiting classrooms, and cultivating relationships with students, faculty, and staff.
- Collaborating with administrators at St. Albans School in support of the Coordinate Program and continually cultivating a positive and productive relationship between the two schools.
- Promoting a school ethos, curricula, programs, and pedagogy that reflect NCS's commitment to diversity, equity, inclusion, and multiculturalism.
- Collaborating with the Heads of Lower and Middle School on matters of both strategic import and daily operations, including promoting vertical and horizontal alignment of curricula.
- Working closely with counselors, advisors, learning specialists, chaplains, and the Dean of Student Life to ensure that every student is supported in her intellectual, physical, spiritual, social and emotional development, and fostering a culture in which high expectations for achievement are balanced with wellness and holistic growth.
- Managing budgets in partnership with department chairs, the Business Officer, and other staff members.
- Maintaining open and ongoing communication with parents with regard to curriculum, programs, school events, and individual student issues.
- Assuming chief administrative duties in the Head's absence.

Candidate Qualities

Leadership

- One whose strong intellect, integrity, creativity, curiosity, and vision for the future of education inspire and engender the confidence of adults and students alike.

NATIONAL CATHEDRAL SCHOOL
Associate Head of School and Head of Upper School

- An egalitarian “player-coach” who is adept at building teams, cultivating a sense of shared mission, and seeking input from others while also displaying the judgment and confidence necessary to move an effort forward in a timely way.
- A “teacher of teachers” who is comfortable delegating and who empowers faculty and staff members, thereby helping them become school leaders in their own right.

Experience

- At least ten years of teaching experience, including notable administrative responsibilities, in a secondary school or college/university setting.
- Background hiring, mentoring, and evaluating faculty and staff and creating and leading professional development plans.
- Experience managing the needs and expectations of multiple constituencies, including students, faculty, staff, parents, and alumnae.
- A successful track record of advancing curricula and programs by incorporating research-based best practices in teaching and learning, educational technology, and global education.

Skills and Knowledge

- Excellent written and oral communication skills, including listening skills.
- Broad and deep knowledge of successful high school academic and extracurricular programs, emerging pedagogical trends, and the integration of educational technology.
- An understanding of adolescent development, strategies for meeting students’ social-emotional needs, and various learning styles and associated teaching methods.
- A keen awareness of organizational dynamics and the political deftness and problem-solving skills necessary to navigate successfully the complex issues that arise in an independent school and in a multi-organizational setting, such as that found on the Cathedral Close.
- An understanding of the needs and perspectives of people coming from different backgrounds and how a school can best serve a broad range of constituents.

BRIGHAM HILL
CONSULTANCY

NATIONAL CATHEDRAL SCHOOL
Associate Head of School and Head of Upper School

Personal Attributes

- An empathetic person who displays both candor and compassion.
- An informed citizen who values diversity and equity, demonstrates a commitment to the cultivation of a multicultural community, models critical thinking and ethical action, and inspires these same traits in students, faculty, staff, and others.
- One whose wisdom, sense of humor, and well-grounded philosophy of and insight into life provide balance and perspective to a community of high achievers.
- A person who is concerned with the spiritual and character development of girls and young women and who is comfortable working in a highly inclusive faith-based environment.

Other Considerations

<u>Compensation:</u>	Competitive with comparable institutions. Includes 50% tuition remission at NCS.
<u>Education:</u>	Master's degree required.
<u>Website:</u>	http://ncs.cathedral.org

National Cathedral School is committed to leadership in multicultural education and a culturally diverse faculty and staff. The school therefore seeks applications from candidates who will contribute to an atmosphere in which all are valued and supported. NCS selects and promotes employees based on qualifications without regard to race, color, religion, national origin, marital status, gender, sexual orientation, age, disability, or veteran status.

For more information, contact:

Jessica D. Cockrell
L. Lincoln Eldredge
Brigham Hill Consultancy
214-871-8700
cockrell@brighamhill.com
www.brighamhill.com