



BROOKS SCHOOL

Assistant Head of School Position Statement

Summary Description

The Assistant Head of School reports to the Head of School and has responsibility for all aspects of faculty life including recruitment, hiring, orientation, assignment of responsibilities, housing, evaluation, professional development, and the many less tangible needs faculty members have in order to learn and grow, feel challenged and supported, and be positioned to do their work well. The Assistant Head of School works closely with senior administrators who oversee the many areas of the school's program that involve faculty work. This includes working in partnership with the Associate Head for Students Affairs, Associate Head for Academic Affairs, Dean of Community Life, Director of Athletics, Director of Institutional Advancement and Chief Financial Officer, among others. The Assistant Head of School will oversee the day-to-day operation of the school in the Head of School's absence.

Responsibilities

- Works with key partners within and outside the school to coordinate and execute all faculty recruitment and hiring.
- Designs, organizes, and leads orientation for new faculty members that runs throughout their first year.
- Works with key administrative partners in assigning academic, residential, afternoon program, and extra-curricular responsibilities to all full-time faculty members.
- Coordinates and oversees the evaluation of all full-time faculty members with a range of administrative partners who lead the school's academic, residential, extra-curricular, and afternoon programs.
- Works with both the Head of School and Director of Facilities to determine housing assignments and coordinate faculty moves between the school years.
- Oversees the school's faculty professional development budget and makes decisions on all faculty grants in consultation with the Head of School.
- Provides reports and meets with the Board of Trustees on a regular basis.
- Works closely with the Head of School and takes on his day-to-day responsibilities, as necessary.
- Teaching and afternoon program roles are a possibility, depending on a candidate's experience.
- Lives on campus and is expected to be present and fully immersed in the life of the school.

Supervisor Responsibilities

The Assistant Head of School is the only member of the senior leadership team who has responsibility for all faculty members who do not report to the Head of School. Furthermore, there will be opportunity to take on additional direct reports at both the beginning of one's tenure in the position, and over the course of time as the Assistant Head of School grows in experience. These determinations will be made with both a successful candidate's strengths and the school's needs in mind, and in a manner that allows for one's initial year to be focused on building relationships with the faculty and within the school.



Competencies

- Demonstrated leadership ability and experience inspiring teams of all sorts to work together in pursuit of collective goals and institutional needs.
- An ability to balance multiple demands in ways that are well organized, clearly communicated, and inclusive of a wide range of perspectives within the school.
- An empathic capacity and demonstrated ability to listen while engaging colleagues in conversation about professional challenges and opportunities.
- A positive and infectious outlook and spirit as it pertains to the virtually limitless opportunities we have at Brooks to work with our students in mission-driven, holistic, and furthering ways.
- A high degree of cultural competency accompanied by a palpable and demonstrated commitment to diversity, equity, and inclusion in current and previous places of employment.
- A passion for advancing equity and justice, accompanied by an ability to lead, support, and shape school initiatives that aim to dismantle systemic racism and foster deeper belonging for all members of the school community.
- A demonstrated ability to communicate clearly both in writing and public speaking to all school constituencies.
- An enthusiasm for high school students and for working collaboratively with fellow faculty members in ways that help students learn, grow, and become exemplary citizens and leaders in our community and communities they will be a part of in their lives.

Education

All candidates must have earned a Master's Degree or higher in education or a related field. In addition, candidates should have ten or more years of experience working in education with administrative and leadership experience preferred.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an indoor environment. The noise level in the work environment is usually moderate.

Physical Demands

- Occasional lifting, bending and climbing stairs
- Frequent talking, listening, walking, sitting and standing
- Ability to perform multiple concurrent tasks and functions in a fast-paced working environment

Travel

There will be occasional need to travel on behalf of the school, but this will not be a primary component of the position.



Application and Position Information

Brooks School believes that realizing a mission aimed at providing the most meaningful educational experience its students will have in their lives requires intentional work to build and foster diversity, equity, and inclusion for all members of our predominantly residential school. As such, we seek a diverse candidate pool that includes those who are traditionally underrepresented and less familiar with boarding school life.

Position Classification - Salaried/Exempt

Position Type/Hours - Full-Time

Benefits Eligible - Yes

Start Date - July 1, 2022

All interested candidates should submit the following materials by November 10, 2021:

- Cover Letter expressing why you are interested in Brooks and this opportunity
- A current resume
- Five professional references and their contact information

Please send your materials by email with attachments to:

Mary Ellen Yates

Assistant to the Head of School/Director of Special Projects

Email - myates@brooksschool.org

The school will make any offer of employment contingent upon a candidate being authorized to work in the United States, and successfully completing criminal offender record (CORI) and sexual offender record (SORI) background checks.

EEO Statement

Brooks School does not discriminate on the basis of race, gender, color, sexual orientation, disability or religion in the administration of its educational policies, admission policies, employment policies, financial aid and loan programs, athletic programs and other school administered programs and activities.

COVID-19 Vaccination Policy

Brooks School is a COVID-19 vaccinated community. Unvaccinated visitors to campus are asked to refrain from entering any school buildings unless the school has granted an exemption. In all cases, unvaccinated people who have been granted an exemption must wear a mask over the nose and mouth at all times when in a school building.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Head of School will be required to follow any other instructions and to perform any other related duties as assigned by the Head of School. Brooks School reserves the right to update, revise or change this job description and related duties at any time.