



Employment Opportunity -- Assistant Head of School for K-8 Program

Blue Oak School is seeking an Assistant Head of School (AHoS) for the K-8 Program. The AHoS will advance our progressive mission by collaborating with the Head of School (HoS) and other school leaders to effectively cultivate a positive and productive learning culture by managing with thought and care the K-8 student experience, day-to-day operations, curriculum development and implementation, faculty growth and review, and family relationships. The AHoS reports to the HoS and is a member of a collaborative administrative team.

Requirements

- MA in Education, Teaching, Educational Administration or a related field
- Minimum 3-5 years classroom teaching experience in a K-8 classroom
- Minimum 3-5 years experience in a leadership position involving curriculum development and teacher supervision
- Knowledge and understanding of progressive education and pedagogical practices
- Experience working with Blue Oak's curricular programs is a plus, including Bridges, Teachers' College Reading and Writing Project, Responsive Schools, Restorative Practices, etc.
- Demonstrated action in the area of diversity, equity, inclusion and justice
- Experience working with both lower- and middle-school students preferred
- Familiarity with best practices in teaching and learning, and building systems to foster them

Attributes

- Fundamentally believes that all people are learners and leads in a manner that exemplifies and fosters the school's progressive mission
- The brilliance areas for our candidates: progressive, K-8 education pedagogy and programs; leadership in improving student learning outcomes; and community building
- Lives a leadership style grounded in collaboration and shared decision-making
- Demonstrates deep knowledge of child development, from early childhood through early adolescence
- Models exceptional management skills that help to build ownership and coalesce the team around key initiatives
- Rigorous work ethic balanced with a warm spirit
- Makes data-driven decisions and knows how to lead change with a balance of decisiveness and collaboration
- Effectively evaluates opportunities for improvement and implements systems for elevating the program
- Learns with curiosity and thinks flexibly; balances strategic and systematic thinking with empathy
- Builds productive relationships with students, colleagues and families
- Possesses effective and compelling listening, communication, management, problem-solving and analytical skills
- Shows a strong sense of integrity, initiative, reliability and accountability
- Works independently, attends to details, balances competing priorities and creates efficient and effective systems
- Is responsive, meets deadlines and works well under pressure

Responsibilities

- Lead all aspects of the K-8 learning program, in collaboration with the HoS
- Inspire a caring and just community and culture for children and adults, across both campuses
- Develop strong systems for cross-campus communication
- Manage student behavior based on a restorative practices approach
- Collaboratively oversee faculty growth and evaluation
- Systematically develop, document, review and assess curriculum in collaboration with teachers
- Supervise learning assessment, including progress report development
- Analyze benchmarks and assessment data with acumen; collect, compile and use data to improve the program
- Innovatively manage schedule development to meet the School's progressive aims
- Create and administer structures for collaborative planning, including team and faculty meetings
- Lead the Associate Teacher program
- Lead teams to recruit, select and onboard excellent lead teachers, associate teachers and substitute teachers from diverse backgrounds
- Supervise learning support services, and be a resource for student support teams
- Partner successfully with families and faculty to support student success
- Write and present factual and philosophical information to the school community
- Develop and manage program budget

- Collaboratively oversee extra-curricular programming (including the supervision of the athletic director, auxiliary programs director and student club advisors)
- Serve as leader of action in the areas of diversity, equity, inclusion and justice
- Support the recruitment and retention of students and families
- Develop parent education programs alongside the Parent Association

Candidates should submit a resume, cover letter, statement of educational philosophy and references.

Blue Oak School, nestled in beautiful downtown Napa, CA, is a K-8 progressive school of about 200 students that offers a challenging and stimulating education to children of diverse backgrounds, experiences and interests. Through the culture and community of the School, teachers nurture the development of character and foster confidence, creativity, flexibility and curiosity in each child. Students, in turn, encourage each other to learn. Relationships among freedom, responsibility, community and environment are explored through studies that engage students as stewards in service to the School, the region, and the world. Blue Oak School does not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin, sexual or gender identity in its hiring processes and actively promotes the principles and practices of diversity throughout the school community.

If hired, the annual salary range for this position is between \$140,000 and \$165,000. The salary may vary depending on preparation, skills and experience. Benefits include medical insurance; dental, vision and life insurance; employee assistance program; retirement plan with match; long-term disability; short-term disability; flexible spending; professional development; and sick, personal and vacation days.