

Carrollton School of the Sacred Heart
is accepting applications for candidates for
UPPER SCHOOL DIRECTOR
to begin July 2018

[Carrollton School of the Sacred Heart](#) is sponsored by the Society of the Sacred Heart and is part of an international network of schools in thirty-four countries. Sacred Heart schools are guided by the educational vision of Saint Madeleine Sophie Barat as articulated in the [Goals and Criteria](#). The Upper School Director is a full-time position responsible for overseeing the entire program of grades 9 through 12. The Upper School Director reports to the Head Master, is a member of the Academic Team, and works collaboratively with other members of the Administrative Team to ensure that Carrollton School of the Sacred Heart is a leader in the education of girls.

Duties include:

- Implement the *Goals and Criteria* of Sacred Heart education.
- Provide an environment that is exciting, welcoming, and supports learning.
- Take responsibility for the development and maintenance of the academic curriculum and extra curricular programs in collaboration with the Academic Counselors, Dean of Students, Department Heads and Faculty, ensuring that they are mission appropriate, cutting edge, research based, and meet the needs of 21st Century students.
- Work with, support and evaluate the Faculty, in conjunction with the Director of Teaching, Learning and Educational Programs. Ensure the best teaching techniques, methodology, and curriculum are implemented throughout the division.
- Recommend to the Head Master, in consultation with the Director of Teaching, Learning and Educational Programs and Department Heads, those teachers and staff members to be hired, retained and dismissed.
- Supervise day-to-day operations of the school as well as arranging for all special events related to the Upper School and overseeing the spending of monies approved in the budget for the Upper School.
- Oversee the creation of the Master Schedule for the Upper School.
- Ensure that those parts of the physical plant designated for Upper School use are taken care of and recommendations for capital improvements are made when needed to ensure the students have a safe and welcoming learning environment.
- Attend Administration, Department Heads, HS Faculty, Academic Team and other meetings important to the life of the Upper School.
- Schedule regular division meetings and build agendas based on faculty and staff input that meet the needs of the division.
- Work with the Admissions Office in attracting, interviewing, accepting and placing new students.
- Maintain timely and clear communication and relations with students, faculty, staff and other divisions as well as outside groups (i.e., Parent Council, class parents, other schools, etc.).

- Promote and champion the successes, strengths and mission of the Upper School with both the internal and external community.
- Work with faculty, staff, parents and students to maintain standards of education and behavior that encourage the development of each student and the professional development of each faculty member.
- Work closely with advisors and counselors to ensure the emotional, social and academic needs of all students are met to the best of the school's ability.
- Actively support the Head Master and work to promote and implement Carrollton's strategic goals.
- Be immersed in the life of the division. Visit classes regularly, attend performance and sporting events and be seen in the halls and around campus to establish a strong presence in the lives of the students and faculty.

Qualifications:

- Experience leading adults and students, deep knowledge of educational research and trends; excellent communication skills; and strong organizational, facilitation and management abilities.
- Minimum of five to seven years of teaching or working in Upper School administration and leadership.
- A Master's degree.

Application Process:

Applicants should submit the following to Debbie Rollheiser at drollheiser@carrollton.org

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current resume
3. Statement of educational philosophy
4. Names, addresses, and telephone numbers of three references. We will obtain permission from candidates before contacting references.

Carrollton School of the Sacred Heart is an equal opportunity employer. Our goal is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward our common mission.