

Our Lady of the Elms
Division Head Upper School

Our Lady of the Elms, a private, independent, all-girls' Catholic school sponsored by the Dominican Sisters of Peace and located in Akron, OH, seeks a division head for its Upper School. The Upper School head is the educational, instructional and spiritual leader for Grades 9 - 12.

The Upper School head is responsible for the continuing Catholic faith formation of the Upper School faculty and students, the Upper School's educational and co-curricular programs and managing the day-to-day operations of the Upper School. This position is hired by the President and is directly responsible to the President for administering the educational and co-curricular programs of the division in a manner consistent with the School's mission.

Reporting to the School President, she/he is a member of the School's Leadership Team. This position plays a key role in Upper School Admissions and is a partner with the Admissions Director in student recruitment and student retention.

The Elms is committed to a college-prep curriculum infused by 21st century teaching and learning. Inherent in the position are the responsibilities for: supervision and evaluation of faculty, evaluation of student learning, curriculum development and assessment, spiritual and curricular activities and management and coordination of academic personnel.

Qualifications:

- An articulate communicator and collaborative leader, skilled in current best practices based in research that include the following: effective teaching strategies, assessment, curriculum, values-based discipline, staff development, parent and stakeholder engagement, all-girls' education and Ohio Catholic School Accrediting Association standards.
- 5+ years of successful school leadership experience, preferably in a Catholic school or an all-girls' school, with three years of successful teaching experience
- Master's Degree in Education
- An educator considered by others to be a master teacher and one who is passionate for the faith formation and learning of the whole child
- An individual dedicated to nurturing a loving, safe and respectful environment for every member of the School community
- A practicing Catholic
- Current FBI/BCI background check

Send a cover letter articulating your vision for all-girls' Catholic education, along with a resume and contact information for five professional references to:

Deborah Farquhar Jones
President
Our Lady of the Elms
1375 W. Exchange Street
Akron, Ohio 44313

No phone calls, please.