



Job Description

Assistant Head of School

Summary:

The Assistant Head of School is a mission-driven individual who follows, models, and embraces Bixby's mission and values. The Assistant Head carries a significant leadership role at Bixby and makes decisions based in the best interests of students. Serving on the administrative team, the Assistant Head reports directly to the Head of School. This is a full-time, salaried position.

As a key member of leadership team, this role includes but is not limited to the following:

- Focuses on institutional advancement with an integrated approach to program, admissions, and communication
- Admissions (tours, events, database, follow up) and communications (internal, external, marketing, and online presence)
- Provides programmatic support and innovation
- Maintains positive behavior supports and a standard of student behavior
- Establishes strong relationships with teachers, students and colleagues
- Communicates regularly with parents, so as to create a cooperative relationship that increases parent participation in student learning
- Honors the activities which define the deep culture and values of Bixby
- Collaborates with HoS for oversight of daily school operations
- Participates in the selection, hiring and retention of new teachers
- Coordinates ACIS accreditation

Personal Qualities:

- Enjoys spending time and engaging with young children and other educators
- Bixby is a community in which continual professional growth is expected; willingness to "stretch" is critical to job success
- Can-do, positive attitude
- Flexible thinker
- Communicates with warmth, openness, and transparency
- Role model for community
- Sense of humor
- Self-starter who enjoys a challenge and is invested in creating something amazing
- Strong colleague and collaborator
- Follows through and closes the loop
- Belief in whole-child, whole-person approach to education

Education/Licensure:

- Master's Degree in related field
- Experience and/or appreciation for working with populations with diverse student needs
- Prior independent school experience is required (preferably in an administrative capacity)

Non-Discrimination:

Bixby School provides equal employment opportunities to all applicants for employment without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, or status as a veteran.