



APPLY NOW

Assistant Head of School for Academics

New leadership position at Phillips Brooks School

Starting July 1, 2022, or earlier by mutual agreement

LOCATION

Menlo Park, CA

GRADES SERVED

Preschool to Grade 5

REPORTS TO

Head of School

POST DATE

September 1, 2021

DEADLINE TO APPLY

September 24, 2021

FINAL ROUND

Mid-October

Summary

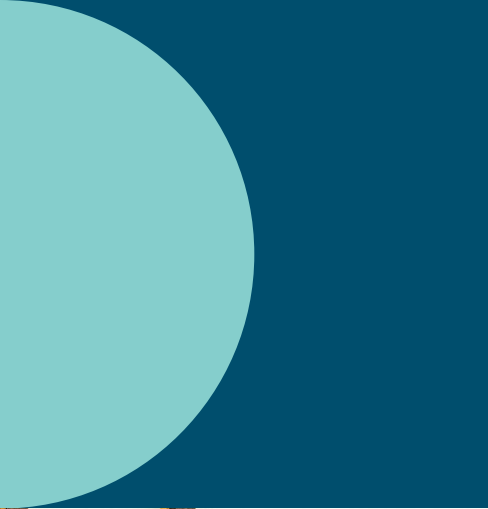
Phillips Brooks School seeks a dynamic, thoughtful, and inspiring educator to lead its academic program as its assistant head of school for academics (AHoS) starting on July 1, 2022. This search will conclude with a final round in mid-October so that the next AHoS will have an opportunity to weigh-in for planning the 2022-2023 school year. Application instructions are on the last page of this opportunity statement. Candidates are asked to submit three documents (résumé or CV, reference list, and a statement of intent). All applications must be submitted online at www.12MRecruiting.com/jobs/PBS.



Phillips Brooks School



12M
RECRUITING



Exceptional Opportunity for a Leader in Education

Phillips Brooks School (PBS) is conducting a search for its most-senior academic and pedagogical leader. The school welcomes applications from accomplished educators who want to take PBS to greater heights of academic excellence and instructional practice.

This new role comes at an important inflection point for PBS and other independent schools. Since March 2020, teachers and learners have been required to use new learning models and modalities of instruction. PBS has been successful educating its students during the pandemic thanks to the inventor's mindset that is part of its academic culture: Drawing on faculty expertise, finding creative ways to deliver the curriculum, and developing strategies to support an on-campus program and a distance learning program. The 2021-2022 school year requires further creativity as schools educate students in the next phase of COVID. PBS remains on a strong footing to realize its dual goal of offering a premier academic program and intentionally teaching essential social-emotional skills required for student resilience and learning independence.

PBS views this time in its history as a transformative opportunity. The school is poised to leverage its strengths and build an ambitious and aspirational future. As a top-notch elementary school, PBS wants to be an educational model that other schools look to for inspiration. The PBS community looks forward to welcoming its new senior leader to achieve this exciting future. Reporting to the head of school, the AHoS will lead the academic program; oversee school-wide instructional practices; recruit, evaluate, and retain a talented faculty; drive academic strategy; and be the leadership thought-partner that puts PBS's academic program into the center of overall institutional strategy. This position will be an essential member of the administrative team, oversee daily academic operations, and lead the faculty. PBS is excited to onboard this new position on July 1, 2022, or earlier by mutual agreement.



Overview

Mission

The PBS community inspires students to love learning, to develop a spiritual nature, to communicate effectively, to be kind to others, and to respect the uniqueness of each person.

Core Values

COURAGE

COMMUNITY

KINDNESS

LOVE OF LEARNING

Leading an Academic and Pedagogical Team

PBS has a strong framework in place that supports and drives academic excellence. This new role is a unique opportunity for the AHoS to shape and evolve a continued roadmap for success by promoting and hiring key leaders to the school's academic and pedagogical team. In addition, PBS is making an intentional shift from effective pandemic response to strategic planning for the future, which brings with it opportunities for the AHoS to reframe, strengthen, and resource key areas that will take the school to greater heights of academic excellence.

About the Curriculum

Academics are the heart of what PBS does. But the PBS approach teaches students much more than how to read and write or add and subtract. Across all grade levels, the academic program outlines three key objectives:

- Deliver a challenging and collaborative curriculum
- Balance outstanding academics and integrated emotional intelligence
- Hire and develop inspiring teachers whose expertise and growth mindsets ensure a high-quality classroom experience

PBS teachers carefully craft curricula around the cognitive and social-emotional needs of their students. Students question, investigate, iterate, and explore. Challenge, creativity, and choice are woven into each unit. PBS has published an extensive [curriculum guide](#) on its website to document its rigorous curriculum for all subjects across every grade level.

Core curricular areas

EARLY LEARNING CENTER

EMOTIONAL INTELLIGENCE

LITERACY

MATHEMATICS

Multigrade subjects

LIBRARY

MUSIC

PHYSICAL EDUCATION

SCIENCE

TECHNOLOGY

VISUAL ARTS

To learn more about the engaging, challenging, and collaborative curriculum at PBS, please visit www.phillipsbrooks.org/academics



Does this leadership opportunity inspire you?

What PBS Seeks Most

- The brilliance areas for our candidates: expertise with academics, pedagogy, and student learning outcomes
- Exceptional management skills that help to build ownership and coalesce the team around key initiatives
- Rigorous work ethic balanced with a warm spirit
- Data-driven decision-maker who knows how to lead change with a balance of decisiveness and collaboration
- Ability to evaluate and identify improvement areas in the academic program
- Effective and compelling communication on academics, teaching, and learning

Areas of Responsibility

- Design and build the academic program of the future
- Promote a culture of academic excellence and innovation
- Evaluate the student learning experience and academic outcomes
- Serve as an institutional leader and respected partner

Academic Change Leadership

PBS seeks to embrace proactive, substantive change as well as capitalize on unplanned opportunities to bring the school to a higher level of academic excellence. Two examples illustrate this point. First, teaching emotional intelligence (EI) is a key academic pillar. Faculty had identified the need for greater cohesion, consistency in instruction and content delivery, and clearer metrics to measure student outcomes. The school also wants to pay greater attention to social skills as a response to disruptions during the pandemic. The EI Team led a formal review and assessment that has resulted in a new curriculum with effective lessons, assessments, and clear scope and sequence for 2021-2022. Second, a faculty team developed a specialist-in-residence program last year, made necessary by COVID restrictions that limited in-person interactions. This inventive approach to multigrade subjects ensured the school could offer its full curriculum. For 2021-2022, a different faculty team designed a new academic schedule for the next phase of COVID. It prioritizes student learning, academics, and skill reinforcement by increasing instruction time. PBS seeks an AHoS for Academics with the gravitas to lead academic change, as well as the ingenuity and imagination to design and implement change initiatives.





Diversity, Equity, Inclusion, and Justice

Statement on Diversity

PBS is committed to creating and sustaining a diverse, inclusive, equitable, and just community that is safe and welcoming for all. The school also strives to build and support an environment in which each child can become a confident, respectful, and compassionate individual by accepting and valuing the uniqueness of self and others.

PBS respects, affirms, and protects the dignity and worth of each member of the community. The school values the representation and full engagement of individuals within its community whose differences include, but are not limited to, age, ethnicity, family makeup, gender identity and expression, learning ability, physical ability, race, religion, sexual orientation, socioeconomic status, or any characteristics that contribute to each individual's full identity.

A diverse student population enhances the educational experience for all of the children at PBS. When learning with a diverse group of peers, PBS's students become deeper thinkers, better learners, and compassionate citizens who are able to thrive in a multicultural, global community.

From Diversity to Justice

The PBS community is passionate about diversity, equity, and inclusion. The school's vision and strategy are focused on channeling that passion by moving strategically from diversity to justice. PBS's action plan is the result of several recommendations from a recently concluded study by a task force that included trustee, parent, faculty, and administrative input. The four pillars for the school's focused efforts are professional development and programs, financial aid, parent communities, and longterm sustainability. PBS is committed to building on many successes in creating a diverse and equitable community by deepening efforts in several key areas, including:

- Design a plan for ongoing training and professional development for all stakeholders, including how to continue building a community focused on justice, equity, and antiracism
- Expand on current successes in creating a diverse family community with focused efforts on faculty and staff diversity through new recruitment strategies
- Analyze the curriculum to identify strengths and areas for growth and change, including how best to teach justice and antiracism
- Inventory and assess the curriculum from Preschool to 5th grade in order to ensure common language and consistent instruction of concepts related to diversity, equity, and inclusion
- Outline a clear process for creating affinity groups to support all stakeholders
- Determine staffing needs so we can resource this program for success
- Develop tuition and financial aid models that ensure affordability and access for a greater number of families
- Create a dashboard to track meaningful metrics and ensure we have a strategy for success
- Establish a new, standing board-level committee to sustain PBS's commitment and strategic focus on diversity, equity, and social justice



At a Glance



Founded

1978

Location

Six-acre campus in a residential neighborhood of Menlo Park on the San Francisco Peninsula, approximately five minutes from Stanford University

Students

Over 300 students from preschool through grade 5
69% students of color

Faculty and Staff

67 full-and part-time employees, including almost 50 faculty

Lead teacher experience: Average of 16 years

Tuition

Preschool: \$24,900

Pre-Kindergarten: \$30,970

Kindergarten through grade 5: \$37,535

Financial Aid: 10.5% of gross tuition, which supports 12% of PBS students

Matriculation

(three-year averages)

Nearly 90% of students admitted to one or more of their top-three choice schools

73% of students admitted to their first-choice school



About the School

Non-profit, independent, non-sectarian

Admission and Retention

(three-year averages)

Retention rate of 93%

Admission yield of 70%

Supporting Our Teachers

Professional Development: Resourcing in the top decile of peer schools

Intentional plan for training in DEI, mathematics, literacy, and Responsive Classroom

Talent retention: Top institutional priority

Financials

Operating budget of \$13.2 million

Endowment of approximately \$12.5M

7.5% of the operating budget supported by the Annual Fund



Website

www.phillipsbrooks.org



Did you know...



...PBS publishes a weekly **newsletter**, the *Gazette*, which keeps parents informed about upcoming events and shares stories from campus. Teachers and administrators engage families to provide a window into the student experience. Read through the [Gazette archives](#) to learn more about the life of the school.



...PBS hosts a **community assembly** known as GATHER that takes place on most Fridays. Faculty, administrators, staff, students, and parents participate in a whole-school setting to reflect on important personal and community-wide values. Watch some past [GATHER talks](#), which are both powerful and moving.



...PBS has a **long-standing tradition** in which multi-grade groups meet as PBS “families” on designated Fridays throughout the year. Faculty, staff, and students participate in community activities, learn about other members of the community, deepen their commitment to the school’s core values, and model student leadership. Learn more about [Family Fridays](#).



...PBS publishes a **blog** that delivers the latest school news, ongoing updates on curriculum and professional development, videos featuring insights and stories from community members, and much more. The blog is a collaborative effort with contributions from many faculty and staff. Explore the PBS [blog](#) to learn about recent school-wide topics of interest.



...PBS has a **formal review process** to assess and develop its already outstanding academic and student programs. New initiatives, changes, improvements, and program enhancements have resulted from collaborative faculty work that falls under two main umbrellas: Curriculum Deep Dive and the Phillips Brooks Summer Institute. PBS has recently built the framework for a new [invention program](#), hosted a [math enrichment](#) summit to ensure better student learning outcomes, designed a new approach to [behavior management](#), examined three facets of its [health and wellness program](#), refined its [emotional intelligence program](#), and strengthened its [global citizenship program](#).



...PBS will welcome over **98% of students back to on-campus learning this fall**. For its fall 2021 distance learning program, PBS will implement new instructional approaches, such as assigning children to multi-grade cohorts, and provide both enrichment and support when needed. Maintaining high-quality, caring, safe, and connected learning for all students, both in-person and remote, is a top priority for PBS. Learn more about the 2021-2022 [distance learning](#) plan.

Additional Insights



PBS is an exceptional and highly respected independent elementary school located in the heart of Silicon Valley. At the helm is Dr. Scott Erickson, who has been guiding PBS since 2011. Under his stewardship the school has enjoyed tremendous growth across the board: admission, philanthropy, diversity and inclusion, academic rigor, and student life and programming. Scott is excited to bring onboard an experienced and dynamic academic leader to join an inventive, collaborative, and high-performing administrative team. This role is an excellent opportunity for an aspiring head who is both ready to lead PBS on its next journey of academic improvement, as well as eager to learn from a seasoned head and an extremely talented group of cabinet peers. We invite you to [watch a brief video](#) from Scott, who offers his perspectives about this new role and how you would be an integral part of leading transformational change at PBS.



Duties + Qualifications

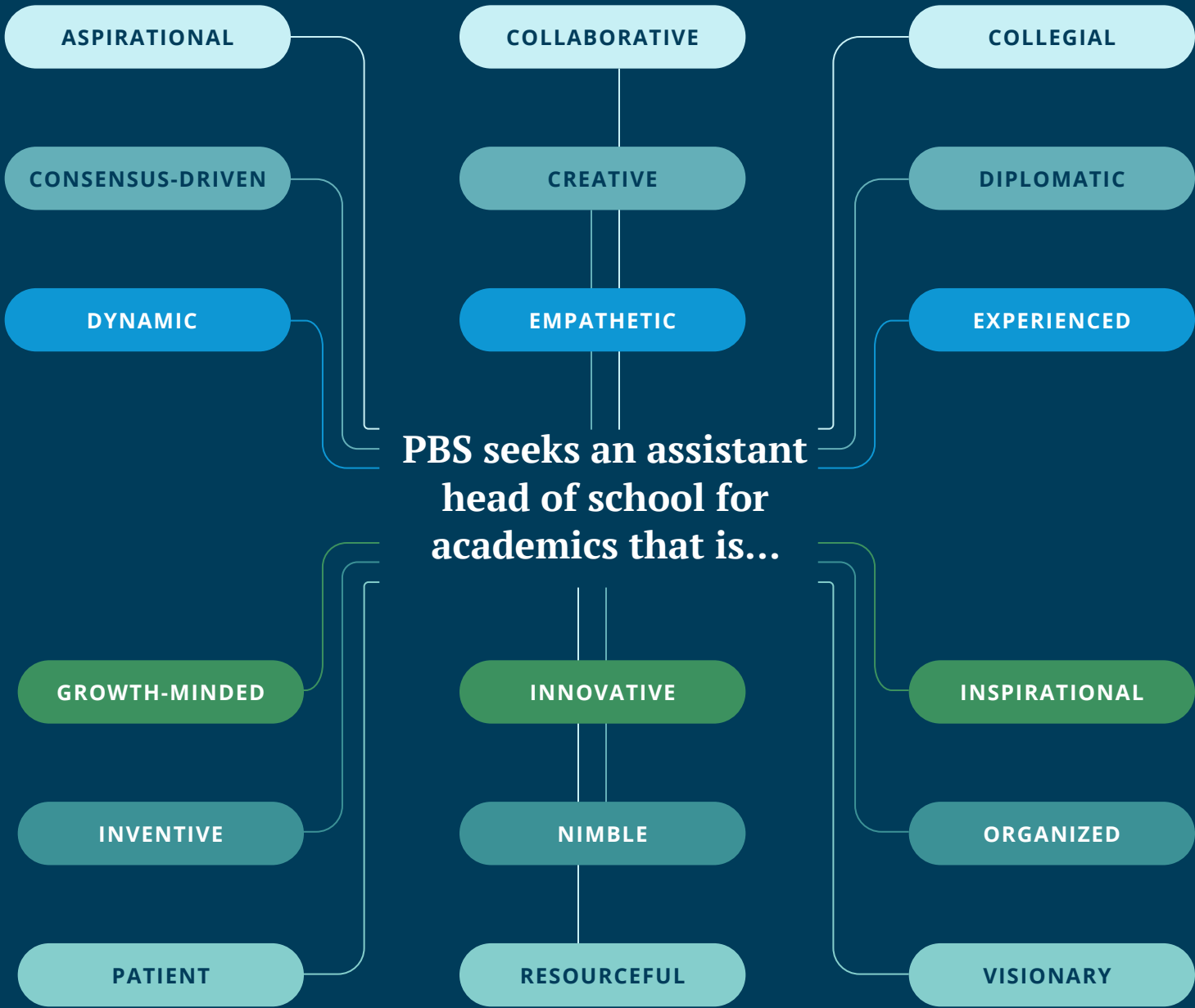
JOB DUTIES

- Oversee the day-to-day operations of the academic program, including all aspects of teaching and learning, curriculum, and assessment
- Foster a culture of faculty growth and oversee the annual process of teacher goal setting and evaluation
- Provide counsel and guidance to families, faculty, and staff on matters of curriculum and pedagogy
- Promote a culture of academic excellence and innovation by serving as a visible presence and inspiring spokesperson among faculty and families
- Oversee academic innovation and curricular change, and lead the implementation of the strategic vision for PBS's academic program
- Stay on top of current trends, research, and emerging ideas in the education landscape in order to support academic invention and transformative change
- Lead evaluations—both quantitative and qualitative—of the academic program to measure the impact and efficacy of student learning
- Establish and maintain thoughtful curricular and programmatic partnerships both regionally and nationally

QUALIFICATIONS AND DESIRED EXPERIENCE

- Possession of a bachelor's degree in education or in a relevant field from an accredited college or university; graduate degree highly preferred
- Successful track record leading academic initiatives and programs
- Experience as a school administrator guiding, coaching, leading, and supervising faculty
- Immersion in diversity work—both in training and in implementation—and a commitment to fostering culturally competent and inclusive classrooms
- Ability to architect and implement organizational systems, educational models, and operational protocols in support of all aspects of the academic program
- Excellent communication and presentation skills—both written and oral
- A love of early childhood and elementary school education, and a readiness to support all learning journeys of a diverse student body and faculty
- Prior teaching in an elementary school





How to Apply

12M Recruiting is acting on behalf of PBS to identify qualified educational leaders to fill this critical role at PBS. Please direct any inquiries to:

GABRIEL LUCAS

Principal, 12M Recruiting
jobs@12MRecruiting.com

Applications submitted by September 24, 2021 will receive priority review.

All applications must be submitted online:
www.12MRecruiting.com/jobs/PBS.

Applications will be reviewed immediately upon receipt, so we encourage prospective candidates to apply prior to the deadline.

An application requires submitting three PDFs:

- CV or résumé
- A list of four references (include each person's name, current organization, title, phone number, email, and past connection to you — though we will not contact any references without obtaining your permission first)
- Statement of intent (no more than one page) that answers the following question: *Why this role, why now?*

