Assistant Head of School / Director of Admissions

About Hyla School – grades 6-12
Each developmental stage of adolescence comes with its own unique needs and inspiring potential. Our program is designed to provide for these needs in a caring community to help students realize and live their full potential. From grades 6-8, and then again in grades 9-12, students experience profound and lasting growth in many directions – neurobiological, intrapersonal, interpersonal, and academic. We work together collaboratively to honor the unique identity, voice, and path of each student. We believe in personal development as much as academic growth, integrity as much as achievement, and challenge as much as support. We have fun, we get outside a lot, and we love our students.

Job Summary
Hyla School seeks an Assistant Head of School to work in close collaboration with the Head of School and members of the administrative team to oversee Hyla’s academic and enrollment management programs. The successful candidate will be a passionate, experienced educational leader who will, under the direction of the Head of School, lead the school forward by reviewing, developing, and evolving all matters pertaining to curriculum, pedagogy, and enrollment management. The Assistant Head is both a strategic and operational leadership position and like all staff members at small schools will enjoy the engaging nature of work that comes from collaboration, taking initiative, and wearing multiple hats.

Qualifications
- Master’s Degree in Teaching, Educational Leadership, Curriculum & Instruction, or similar academic preparation.
- At least 5 years of classroom teaching experience at the middle and/or high school level
- At least 3 years of educational administration experience and success in the areas of curriculum development, instructional coaching, and faculty supervision.
- Expertise in middle and high school and possess an in-depth knowledge of current and best practices in the field of education and experience with implementing those systematically.
- Experience creating, implementing, and developing exceptional interdisciplinary, student-centered educational programs.
- Prior experience in independent school admissions management and/or possess enthusiasm for pursuing professional development and developing expertise in this part of the role.
- Strong communication skills to inspire faculty in their professional development and to inform the community and those outside it about our program.
- Excellent interpersonal, problem-solving, time-management, and organizational skills.
Requirements

- A genuine love for middle and high school students and passion for Hyla’s mission and values.
- Ability and delight in working collaboratively and supportively in a small, equitable, and inclusive school setting.
- Ability to switch focus, operate at very different levels, and multitask while still getting work accomplished.
- Ability to work effectively with all stakeholders—students, staff, school leadership, faculty, Board of Trustees, and independent school parents.

Assistant Head Job Responsibilities

- Work in direct collaboration with the Head of School to support the myriad connections and programs in Hyla’s school year and to help develop and implement the school’s strategic growth.
- Manage operational/logistical pieces of School Program including but not limited to: report cards/student evaluation, electives, school-trips, extra-curricular programs, and schedule.
- Coaching, support and evaluation of all teaching staff in collaboration with the Head of School
- Curriculum alignment, articulation, and oversight in collaboration with the Head of School.
- Field requests, questions, and concerns from faculty, students, staff, board, and parents, and communicate with head to ensure sufficient mutual awareness of any further effort needed.
- Oversee the planning, coordination, and completion of the accreditation self-study process, and direct other accreditation functions related to the education program as required by NWAIS (next cycle in 2022 - 2024).
- Act on behalf of the Head in her absence from school.

Director of Admissions Job Responsibilities

- Under the direction of the Head of School, develop and implement strategic recruitment and enrollment initiatives to promote the school and attract prospective families.
- Design and implement an Admission Program in which the school’s mission, strategic goals, philosophy, and culture are effectively communicated to all prospective families and students.
- Efficiently and accurately lead and manage the admissions process and manage all relevant statistics and data related to applications, enrollment, and attrition, and prepare and present reports to leadership and other constituents, including (as needed) the school’s Board of Trustees.
- With the Director of Advancement, produce compelling admissions publications and marketing materials, oversee website content, and develop marketing strategies for online, social media, and print advertising.
- Research, monitor, understand, and analyze emerging local, regional, and national demographic trends that affect independent school enrollment; determine the potential impact of, and strategic responses to these trends.
- Organize and attend all admissions/recruitment events (open houses, neighborhood/feeder school coffees, accepted student receptions, etc.).
- Establish, maintain, and grow relationships with feeder schools (both private and public) in the area and develop and strengthen partnerships with relevant Bainbridge Island organizations.
JOB OPENING:
Assistant Head of School / Director of Admissions
Start Date: now – July 1, 2022
Full-time

Compensation:
Salary competitive with similarly sized schools in the Northwest and dependent on experience. Retirement and health insurance benefits are provided.

Application process:
Please submit the following materials to Suzanne Messinger, head of school, via email at suzannem@hylaschool.org.

1. Cover letter
2. Current resume

If chosen to move forward in the application process, an interview would be arranged, and then, for finalists, visiting the school and meeting with faculty and staff would be expected.

This position will remain open until filled.

_Hyla School does not discriminate in its hiring or employment practices on the basis of race, color, creed, religion, gender, national or ethnic origin, citizenship or immigration status, sex, ancestry, age, family or marital status, sexual orientation, gender identity or expression, genetic information, honorably discharged veteran or military status, and/or the presence of any physical disability (including pregnancy), mental disability, or sensory disability, or any other legally protected characteristic or status._