



Head of Upper School

July 2023

The Education Group

Committed to LEAD: Leadership, Education, Access, and Development

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**The
Education
Group**



Mission

Inspired teaching, academic rigor, attention to individual needs, a commitment to responsible citizenship – these principles infuse every aspect of life at Lake Forest Country Day School and define our dedication to producing students of strong character with a passion for learning.



OVERVIEW



Are you passionate about working with early adolescents, and excited to share your love of teaching and learning with middle school students? Lake Forest Country Day School, a preschool through eighth grade independent private school located in Lake Forest, Illinois is now accepting resumes from individuals interested in being LFCDS' next Head of Upper School.

Located in the beautiful, North Shore Chicago suburb of Lake Forest, the campus includes 33 acres and a modern, thoughtfully designed 150,000 square foot facility shared by all three of the School's divisions. At the center of the campus stands a grand, thriving, ancient oak tree that shades a marvelous playground and represents deeply rooted traditions that are annually enhanced by the creative inspirations of teachers and school leaders.

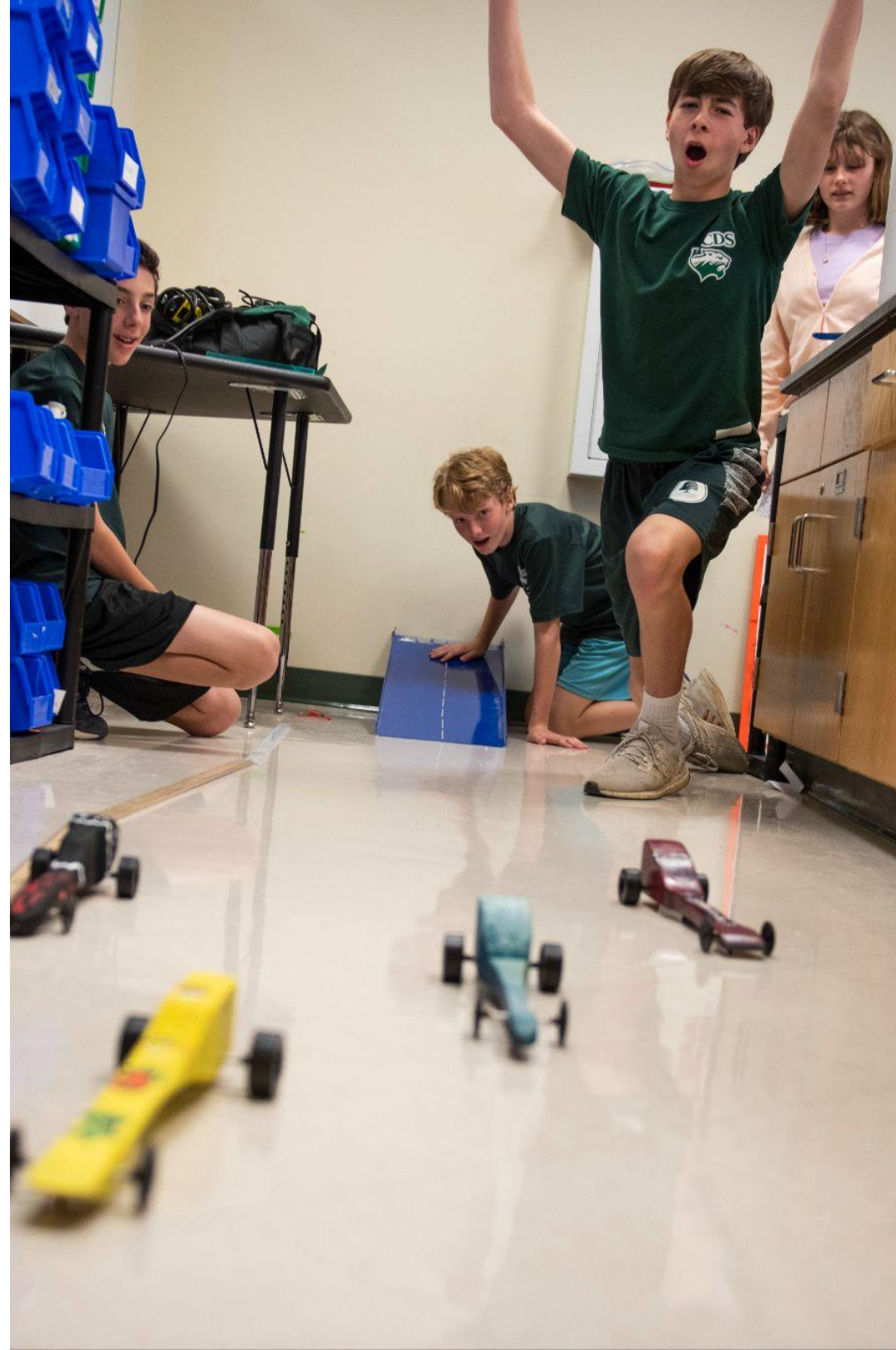
With its new Head of School, John Melton, joining the community in 2022-2023, the School is eager to launch this new era of leadership with the placement of its next Upper School Head starting July 1, 2023. Lake Forest Country Day School offers a very exciting opportunity for a forward-thinking educational leader.

The next Upper School Head will find a school eager to embrace the needs of early adolescents, and a lens pointed toward integrating the academic, co-curricular, and extra-curricular programs, with a whole-child focus for fifth through eighth grade students.



The Position

The Head of Upper School at Lake Forest Country Day School is a visible presence and a champion of the School's mission. This educational leader serves as an integral member of the Leadership Team and on all key divisional committees. They are the chief advocate for the needs and care of early adolescents and work with families and faculty to implement an engaging, academically rich, child-centered, and differentiated program for students in grades five through eight. The Head of Upper School is a strong communicator who builds relationships that are characterized by mutual trust and a shared understanding of the School's mission, core values, and educational programs.





JOB REQUIREMENTS & QUALIFICATIONS



Reporting directly to The Head of School, The Head of the Upper School will:

- Construct, shape, and guide the academic, social, and emotional program in the Upper School to meet the needs of the fifth to eighth grade community.
- Provide developmentally appropriate support and academic guidance for Upper School students and parents, inside and outside of the classroom. Facilitate resolution of student conflicts when necessary, including communication and follow up with parents and teachers, and provide counsel as families transition into the program, experience early adolescence, and enter secondary school.
- Serve as mentor and coach for Upper School faculty and staff through collaboration with the Head of School, team leaders, and department chairs. Recruit, orient, grow, evaluate, supervise, and advise Upper School faculty.
- Serve as an engaged and trusted partner on the Leadership Team, advocating for the needs of the Upper School while providing support to the Head of School and colleagues on institutional goals and strategic objectives; helping the team to lead a “one school” focus.

Qualifications:

Bachelor’s degree from an accredited college or university with major course work in an appropriate content area. A graduate degree in Administration, Leadership, Education, or other appropriate area of study is preferred. Additionally, three to five years of leadership experience, or an equivalent combination of education and experience.



QUALITIES



Personal and Professional qualities we seek in our next Upper School Head:

- **We-Oriented**

The candidate is a servant leader who cares about the well being of the institution and the personal and professional well-being of the team.

- **Trustworthy**

The candidate maintains appropriate boundaries around confidentiality, exercises good judgment, and takes responsibility for their words and actions.

- **Honest**

The candidate is self-aware, candid, and acts with unquestionable integrity as they freely and constructively contribute ideas to the discussion.

- **Growth-Oriented**

The candidate is an active learner, always cultivating their own potential and the growth of others. They listen closely to different perspectives, are receptive to feedback, and would rather “get it right” than “be right.”

- **Optimistic**

The candidate is a forward thinking problem solver who believes in the good intentions of others and contributes humor and good will in their interactions with colleagues.

- **Detail-minded**

The candidate communicates with clarity and in a timely manner. They understand the importance of details, the value of process, and the need to follow the leadership structure.

- **Inclusive**

The candidate possesses cultural competency and listens first in order to understand. They are curious about the experiences of others and seek to create a community built on safety, dignity, and belonging.



How to Apply



Prospective candidates should send the listed materials in a single PDF document by November 14, 2022 to:

- Letter of interest specifically addressing this position and school
- Resume (education and work experience)
- Statement of educational philosophy
- List of five professional references with contact information



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