



# HERITAGE HALL

## Head of Middle School Search

July 1, 2023



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**Heritage Hall**  
1800 NW 122nd Street  
Oklahoma City, OK 73120  
[heritagehall.com](http://heritagehall.com)



**The  
Education  
Group**



# HERITAGE HALL

## The School

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Heritage Hall is a co-educational college preparatory school in Oklahoma City. As one of the few secular private schools in the state, we offer a challenging academic curriculum for students from preschool through grade 12, as well as unique leadership opportunities, a wide spectrum of athletics, and a well developed fine arts program.



## THE POSITION

The Heritage Hall Middle School of approximately 275 students includes dynamic faculty and motivated learners spanning grades five through eight with programming that emphasizes inclusivity, relationships, and a commitment to positive education. The middle school features high-performing and dedicated educators further united with our students and families through an advisory program and opportunities inside and outside of the classroom. The middle school employs a progressive, alternating day academic schedule, a full 1:1 laptop initiative, and offers rich programming, including superior athletics and performing arts. Charger families are included in a school culture that inspires loyalty, caring, well-being, and belonging. The [Middle School Curriculum Overview](#) outlines the academic and extracurricular programming that helps prepare students for Upper School.

Heritage Hall is looking for a leader with a collaborative approach to continue advancing the School and leading with empathy, skill, compassion, and humor. The next Heritage Hall Head of Middle School will energize, in their own way, the middle school mission in a way that values this unique developmental stage, inspiring faculty, students, and parents to live the Charger Code while mentoring, supporting, and advocating for middle school teachers and staff as they grow careers and skill sets.



## THE POSITION

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The ideal candidate(s) will offer most or all the following qualities and qualifications.

### **REPRESENT:**

- A natural ease, rooted in the self-confidence from demonstrated ability, will radiate onto colleagues and the broader community. The ideal candidate will seek out opportunities to welcome families and students onto our beautifully maintained, ever-growing campus and will enhance awareness of the School's commitment to educate every student. With an awareness of and appreciation for Heritage Hall's mission, the next Head of Middle School will know what defines MS uniquely and will be able to articulate growth goals and development areas for our students. The ability to cultivate lasting relationships with families and future alumni, contribute ideas, and attend respectfully to both people and programs is essential.

### **GALVANIZE:**

- The next Head of Middle School will know how to bring the Heritage Hall Middle School community together and motivate them with authentic public speaking, clear writing, and empathetic 1:1 communication. They are the person whom our teachers and parents approach with challenging situations. They will possess demonstrated problem-solving skills, aspiring to listen attentively before rendering decisions with fairness, kindness, patience, and a candor consistent with the school's emphasis on integrity and its advocacy for community well-being

### **MENTOR:**

- The next Head of Middle School must guide the School's educators, students, and families toward living community values and a life of contribution. They must offer administrators and faculty formal and informal feedback that fosters growth for their curriculum and classroom experiences while making them feel supported. The next Head of Middle School should enjoy articulating a vision for educational and operational excellence. When someday ready to leave the role, they will have prepared others to successfully step into the role.

### **ADMINISTER:**

- Along with our Middle School team leaders and Division Head colleagues in Lower and Upper School divisions, the next Head of Middle School must ensure the Middle School is organized, aligned, and safe. They must attend to details that meet and then exceed the community's high expectations.

## THE POSITION

### SCHOOL EXPERIENCE:

- A trail of successes in a previous leadership position and/or demonstrated competencies as a rising administrator seeking additional responsibilities and opportunities are important. Identifying high standards developed and honed in the classroom and/or around young learners that reflect your high level of curricular knowledge and best practices is vital. The ideal Head of Middle School contributes to energized work environments and offers a spirit of courageous optimism.

### EDUCATION:

- A candidate should hold an advanced degree; more importantly, they must model lifelong learning for teachers and students through ongoing formal and informal education, a spirit of open-mindedness, and awareness of best practices in peer institutions. They must learn well from personal experience and from others.



## TO APPLY

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Heritage Hall is an equal opportunity employer that values diversity. Heritage Hall offers competitive compensation packages and benefits. The School is committed to being helpful to partners seeking professional opportunities in the area as needed.

Prospective candidates should send the following materials in a single PDF document to the search consultant:

- 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

*Candidates will be evaluated as materials are received.*



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## The Heritage Hall Mission

*"To inspire in each child the curiosity to Learn, the self-confidence to Lead, and the compassion to Serve."*