



Assistant Head of Upper School (*External*)
Sarasota, FL

Located on two campuses totaling 95 acres in beautiful, Sarasota, Florida, The Out-of-Door Academy (ODA) is an independent, coeducational, college preparatory day school serving 800 students in pre-kindergarten through twelfth grade. At Out-of-Door, students are happy, engaged, and excited about their academic, artistic, athletic, and personal growth. A talented and dedicated faculty challenge students to reach their full potential while providing a high level of individual guidance and support. The school's rigorous and innovative academic program ensures that learning is both meaningful and lasting. Robust offerings in the arts, athletics and service learning enrich the ODA experience and provide opportunities for students to discover and develop their unique interests and talents. Graduates leave Out-of-Door not only academically prepared but also with the strength of character and passion for learning that provide a strong foundation for future success in higher education and in life. Out-of-Door's core values: Respect, Integrity, Service, Excellence, and Responsibility are the foundation of our school community.

Out-of-Door was founded on Siesta Key in 1924 to serve students in pre-kindergarten through eighth grade. In 1996, a second campus in the Lakewood Ranch area of Sarasota was acquired to accommodate the addition of an upper school. Both campuses have evolved and developed to meet the needs of a growing enrollment as well as to enhance and enrich the experience of every student at ODA. Today, the five-acre Siesta Key campus is home to the Lower School (PK-5), and the 90-acre Uihlein Campus in Lakewood Ranch houses both the Middle and Upper Schools. Facilities include interactive technology in every classroom, a fine and performing arts center with a black box theater, a student and STEM Center, a competition gymnasium with a wellness center, a field house, a lighted stadium, tennis courts and a practice complex.



Due to robust growth and expansion, The Out-of-Door Academy is in the process of restructuring its administrative team and seeks an ***Assistant Head of Upper School*** to join this thriving division. The successful candidate will partner with the Division Head to strategically align innovative practices, integrate courses, re-imagine curriculum and inspire faculty.

Responsibilities

Reporting to the Head of Upper School, the ***Assistant Head of Upper School*** will be responsible for the following:

- Collaborate with the Division Head and divisional faculty to develop and cultivate varied student learning experiences, curriculum and assessment practices.
- Provide support to advisory and clubs programs to serve the school's mission.
- Teach two (2) classes.
- Oversee, in a fair and consistent manner, effective discipline and attendance of the upper school body of students.
- Oversee student support and student decorum and articulate clear expectations with faculty, students, and parents with empathy for those engaged with this dynamic age group.

- Assist with course scheduling.
- Partner with parents to ensure individual educational goals are attained.
- Promote a growth mindset regarding best practices and important trends in curriculum, pedagogy, educational technology, and co-curriculars.
- Live the school's mission and core values of respect, integrity, service, excellence, and responsibility.

Qualifications

Experience, Skills & Knowledge

- Bachelor's Degree required; Master's Degree required.
- Minimum of five (5) years of educational experience, including teaching and leadership/administrative roles; independent school experience preferred.
- Proficient in the development of curriculum, arts and athletic offerings, and extracurricular activities.
- A successful track record of working effectively with a wide range of constituencies including students, faculty, staff, parents, and alumni.
- A broad and deep knowledge of traditional and emerging curricular and pedagogical trends, current thinking about best practices in teaching and learning, and the use of technology to enhance the student experience.
- Must possess strong organizational, verbal and written communication skills.
- Proficient with technology including Word, Excel and the Google drive platform.

Personal Attributes

- An honest person who will live the school's values and who effectively blends candor, care, and empathy in dealing with others, and whose style is rooted in honesty, transparency and collaboration.
- A thoughtful individual who embraces managed risk-taking and experimenting with new ideas, and is excited by the opportunity to help a well-established and thriving independent school reach new levels of success.
- An approachable, collaborative professional, who values teamwork, builds meaningful relationships, listens well, and respects differences of opinion.
- A thinker who possesses excellent communication skills and a high level of emotional intelligence.
- A hard-working professional who thrives in a fast-paced work environment with high expectations.

Compensation and Benefits

This is a 12-month full-time exempt position beginning in July 2022. Compensation is highly competitive and commensurate with experience and includes a comprehensive benefits package.

At Out-of-Door, we value a diverse workforce. Applicants of any race, creed, physical ability, color, religion, sex, age, gender, sexual orientation or national origin are encouraged to apply. Once an offer is accepted, the position will require the successful completion of a national background screening and drug testing.

Other

External candidates will be required to complete a video submission interview through the SparkHire platform. Once an application has been received, instructions on completing the video submission will be provided through an email. A candidate application will be considered complete once this video submission has been received.