

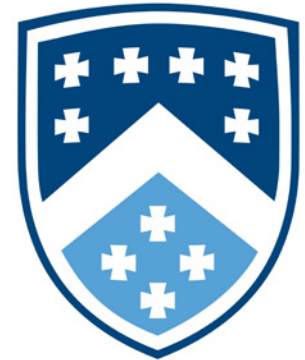
UPPER DIVISION DIRECTOR SEARCH

BERKELEY PREPARATORY SCHOOL

Tampa, Florida

berkeleyprep.org

Start Date: July 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

To establish and maintain a school dedicated to providing the best possible environment within which to nurture the intellectual, emotional, spiritual and physical development of each student; to aid students attending the school to achieve academic excellence in preparation for higher education, and to instill in them a strong sense of morality, ethics and social responsibility so that they may eventually attain their highest potential as human beings; to offer a challenging and demanding curriculum, which will stress the importance of religious values and will provide comprehensive programs in the sciences, arts and athletics; and to promote the moral and spiritual values of the Christian tradition as professed by the Episcopal Church.

At a Glance



Established
1960



Total enrollment
1,440



Financial aid awarded
\$4.4M



Campus size
86 acres



Students of color
40%



Sports
17



AP, Post-AP, and Honors courses
in the Upper Division
83



Overview

Founded in 1960, Berkeley Preparatory School is an independent, co-educational, Episcopal affiliated college preparatory school with a current enrollment of 1,440 students in grades Pre-K through 12. Notably, the school operates completely free of interference from state and local governments. Employees at Berkeley are amongst the most well-compensated in the industry and are supported assiduously in tangible and intangible ways.

Berkeley seeks to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. The school is committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. The proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and enjoying a myriad of co-curricular opportunities.

The tax advantages of living in Florida are significant, and the Tampa Bay region offers an incomparable lifestyle replete with sunshine, year-round outdoor activity, and rich culture. Safe and easy to navigate, Tampa Bay is a wonderful place to make a life.

Berkeley Preparatory School seeks to recruit and retain an outstanding educational leader to be its next Upper Division Director.

Opportunities and Challenges

- Act as the educational leader of the Upper Division, responsible for its day-to-day operation, and direct the activities of the members of the division's instructional and non-instructional staff in the performance of their duties.
- Ensure that the Upper Division fulfills the promises made in the school's mission statement, maintaining congruency between that statement and all activities of the Upper Division.
- Develop, maintain, and lead a positive and energized faculty and student culture within the Upper Division community.



- Serve as a coach to Upper Division teachers in matters of classroom management, pedagogy, and assessment.
- Create faculty professional development programming and advocate for the pursuit of outside PD, in order to foster a culture of continuous learning and growth.
- Review, evaluate, and innovate around the Division's academic programs and offerings.
- Remain current on national and international educational trends in independent schools, while investigating and evaluating possible enhancements to the school's educational offerings.
- Cultivate and maintain an environment that balances the creativity and independence of faculty with the need for creating a cohesive, consistent, and coherent educational experience for students.
- Lead and support Upper Division administrators as they oversee their respective areas of operation.
- Partner collaboratively with department chairs to develop innovative curriculum to best prepare students for their future in a rapidly changing world.
- Work collaboratively with the Lower and Middle Division directors and others for the overall betterment of Berkeley.
- Oversee the hiring process within the Upper Division.
- Function as the chief articulator of the Upper Division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles.
- Cultivate a positive and supportive environment in which learning takes place, and a school climate which reflects high morale.
- Be aware of the educational, physical, social, and psychological needs of the members of Upper Division, and work with others to develop plans for meeting these needs.
- Create strong partnerships across the school to provide an inclusive environment for all families, and especially new families to the division, to facilitate a positive transition to the Upper Division.

The Berkeley Upper Division Director will also:

- Serve as a core member of the school's lead administrative team.
- Work with UD administrators to examine the current student leadership structure and program and seek to enhance as necessary.
- Lead regular meetings with Upper Division parent groups to keep them informed about division programs and initiatives; meet with individual parents on a range of topics as necessary.
- Conduct meetings with Upper Division faculty that address routine school matters and foster the stimulating exchange of ideas on matters of educational interest and concern.



- Work with others to oversee the coordination of the co-curricular and extra-curricular activity programs and assist in the planning and the presentation of programs.
- Lead weekly team meetings with UD administration to prepare for and support the upcoming work of the division.
- Be a visible, positive, and engaging presence to foster an environment that reflects the school's collaborative and dynamic culture.
- Oversee the Upper Division budget.
- Perform other duties as assigned by the Headmaster.

Qualifications and Personal Attributes

Successful candidates for Upper Division Director will possess most or all of the following qualities and qualifications:

- Experience teaching and leading in an Upper Division and an appreciation for Berkeley's identity and the compelling benefits of a multi-division school;
- The ability to lead and inspire faculty, balancing a culture of creativity and collaboration with consistent feedback and support;
- Nuanced understanding of evolving best practices in student-centered pedagogy and curriculum design;
- Personal and professional commitment to diversity, equity, and inclusion and the requisite skills to support a diverse student body and faculty and to facilitate critical conversations in the design of ever more inclusive Upper Division culture, curriculum, and programs;
- A collaborative and relational style built on active solicitation of input, excellent listening skills, and a commitment to building consensus;
- Excellent interpersonal skills and EQ and the ability to communicate verbally and in writing with inspiration and clarity;
- A history of thoughtful innovation moderated by a skillful and sensitive approach to change;
- The willingness to prioritize visibility amidst the demands of a busy professional schedule;
- Authenticity, kindness, humility, compassion; and
- A playful spirit and sense of humor.

Learn More

Click on the links below to learn more about Berkeley Preparatory School.

[School Website](#)

[Upper Division Academics](#)

[Virtual Campus Tour](#)

[College Matriculation](#)

[Diversity and Inclusion](#)

[About Tampa Bay, Florida](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

John Faubert

Consultant

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Sabrina Zurkuhlen

Consultant

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