



## BELMONT DAY

*Inspire and challenge.*

*At Belmont Day School, we foster intellectual curiosity, honor differences, and empower meaningful contribution with excellence, respect, honesty, responsibility, caring, and joy.*

### **Assistant Head of School**

*- full-time position -*

Belmont Day seeks an experienced, collaborative, and dynamic school leader to join the school in its 98th year, with the Centennial on the horizon in 2027. This strategic and visionary individual will work with the head of school and other programmatic leaders to help shape the school's bright future.

The assistant head of school will work closely with the head and lead and formally supervise a team of programmatic faculty, including the heads of the middle and lower schools, the director of curriculum and the associate teaching program, and student support faculty, including the school psychologist and counselor.

This is a senior administrative position that reports to the head of school and serves as a member of the strategic leadership team. This full-time, twelve-month, exempt, and benefits-eligible position begins July 1, 2025.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

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## Responsibilities

### *Strategy and Policy*

- Partner with the head of school in setting the programmatic vision for the school's future.
- Support the school and its leadership in planning and completing strategic initiatives laid out in the school's most recent strategic plan, which includes faculty evaluation and curriculum design.

### *Supervision, Collaboration, and Evaluation*

- Create an optimal faculty culture and maintain a strong, accessible, and visible presence within the faculty.
- Directly supervise, evaluate, and support both division heads, the director of curriculum and associate teaching program, and the learning support and mental health teams.
- Lead and collaborate with programmatic leaders to establish and implement policy, structures, and procedures for faculty evaluation, curricular review and implementation, and student behavior management.

### *Teaching, Learning, and Assessment*

- Ensure a cohesive, relevant, intentional curriculum scope and sequence across the school.
- Support the division heads with student discipline and conflict resolution.
- Partner with division heads to interpret student progress assessment results and lead discussions for teachers, parents, and administrators to inform student and programmatic growth.
- Provide oversight of the student evaluation process in partnership with student support, including assessment of Belmont Day's capacity to meet diverse learning needs.
- Serve as an additional resource and coach for faculty in their work to support students with academic and social-emotional needs.
- Advise teachers on trends, research, and best practices for creating and sustaining inclusive, joyful, and effective learning communities.
- Support high expectations of achievement for all students and a culturally responsive school vision, core values, and mission.



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### *Family and Community Engagement*

- Communicate regularly with parents about school practices and policies. Create and execute parent forums on best practices and current trends in education.
- Constructively resolve relational and academic conflicts and help make critical decisions in partnership with families, faculty, and programmatic leaders.

### *Diversity, Equity, Inclusion, and Belonging*

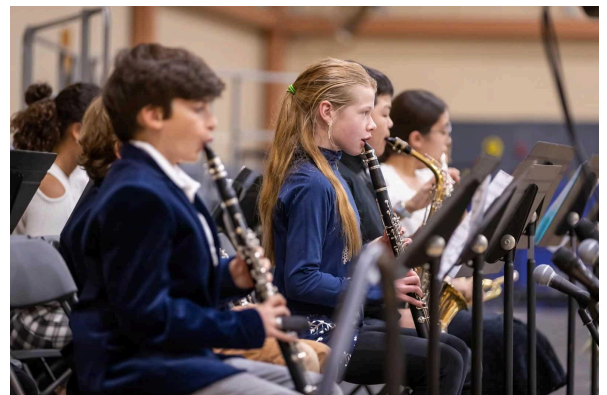
- Collaborate with the DEIB office and other members of the programmatic leadership team to ensure best teaching practices through a multicultural frame.
- Build and sustain safe and supportive learning and working environments.

### *Additional Responsibilities*

- Assume all the duties of the head of school when the head is unavailable.
- Assume other duties as assigned by the head of school.

### *Required Education and Experience*

- 5+ years in educational leadership
- 3+ years experience as a classroom teacher or as a special educator
- Demonstrated commitment to and experience advancing diversity, equity, inclusion, and belonging at an institutional level
- Demonstrated cultural and instructional proficiency and able to utilize and develop these competencies to best serve the community's needs
- Demonstrate strength in instructional leadership, management, family and community engagement, and professional culture
- Preferred formal training in school leadership (CAGS, graduate certificate, M.Ed.) or school administration licensure
- Experience mentoring, supervising, and evaluating others
- Expertise in student learning support
- High level of organization
- Strong collegial and interpersonal skills
- Excellent written and oral communication skills
- Flexibility, adaptability, and a commitment to being a part of a vigorous and thoughtful learning community



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## To Apply

Interested and qualified candidates should submit, and as separate PDF documents, the following materials by January 20th, 2025:

1. Current resume, including phone number and email address
2. Cover letter stating interest in and qualifications for the position
3. Reference List

To John Faubert (jfaubert@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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*The school will always be maintained as a non-sectarian institution. The school is an equal-opportunity employer. The school complies with all legal requirements concerning admissions and access to programs, facilities, and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.*



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