



**Head Upper School**  
**Cincinnati Country Day School – Cincinnati, OH**  
**July 2025**

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**Salary:** Commensurate with experience; competitive

**Category:** Division Head/Principal

**Location:** Cincinnati, Ohio (Indian Hill)

**Type:** Full-time (12-month)/Administrative

**Education:** Master's degree preferred

Cincinnati Country Day School

Cincinnati Country Day School is a co-educational, college preparatory school serving 865 students from 18 months through grade 12. Since 1926, the school has been focused on providing innovative preparation for college and life that allows children to become exemplary citizens, confident leaders, and the best versions of themselves. Students come from more than 65 zip codes in Ohio, Indiana, and Kentucky as well as internationally to the school's beautiful, 60-acre campus, which includes two libraries, 530-seat theater, a large outdoor amphitheater, music and vocal rooms, dining facility, two gymnasiums, indoor pool, tennis courts, a newly constructed stadium and turf field, and numerous outdoor recreation areas and sports fields.

The school offers a rigorous, interdisciplinary curriculum that builds a strong foundation in academics, athletics, service, and the arts. With 34% diversity, students, parents, faculty, and staff of different backgrounds, perspectives, and talents contribute to a varied and comprehensive learning experience. The community provides opportunities for student leadership, involvement, and personal growth. Each year, individual students are recognized locally, regionally, and nationally for their academic, athletic, artistic, and altruistic accomplishments.



**Carney  
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In 2021, the Board of Trustees unanimously approved an updated school mission: *Cincinnati Country Day School creates leaders who, through the discovery of their own abilities, kindle the potential of others and better a dynamic world.* This new mission statement reflects several years of benchmarking, research, constituency focus groups, and feedback sessions and conveys the forward-looking vision of a Country Day education to meet an ever-changing world. During the 2022-23 school year, Country Day implemented a new strategic plan, which articulates a bold vision to propel the school toward its second century of excellence with a sense of purpose and commitment, connecting the students to their own learning, to life-changing teachers, and to the community.

### Upper School

Cincinnati Country Day School's Upper School enrolls approximately 260 students in grades 9-12. There are 40 faculty and staff in the upper school, with 85% of the upper school faculty possessing advanced degrees. The upper school student-to-faculty ratio is 9:1, and the average class size is 15. The head of upper school reports directly to the head of school and is a member of the senior leadership team.

The upper school is housed in a facility built in 2000 which includes classrooms, laboratories, art studios, a makerspace, administrative and faculty offices, and a commons area. In conjunction with the celebration of the school's 100<sup>th</sup> anniversary in 2026, the school will soon kick off a major capital campaign, which will transform the campus like never before.



The upper school curriculum is designed to prepare students to successfully continue their education at the college level with an emphasis on critical thinking, problem solving, and applying knowledge to real-world situations. Faculty members are organized into school-wide academic departments offering students the opportunity to learn in an optimal teaching environment with an integrated, graduated curriculum for early learners through grade 12. Students in grades 5-12 are equipped with tablet PCs.

Graduates attend selective colleges from around the country and abroad. Last year's graduating class was offered \$6.1 million in college merit- and need-based scholarships. Forty-nine percent of the graduating class is attending private institutions, with 51% attending public institutions. As is historically the case with the school's graduating classes, 100% of the class was accepted at four-year colleges.

### Position Duties & Responsibilities

The head of upper school will:

- Commit to the mission, guiding principles, character virtues, and code of conduct of the school.
- Act as a leader in the school community, responsible for the upper school's daily operation with an emphasis on high academic standards.
- Direct activities of instructional and non-instructional staff in the division.



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- Work with the head of school, leadership team, faculty, and staff to continue implementing the school's strategic plan, Country Day Connect.
- Review and evaluate the division's academic program and work with the teaching and learning committee to ensure programming is properly aligned for vertical and horizontal articulation, based upon the school's mission as well as divisional and departmental goals.
- Set and maintain the division's budget with emphasis on the most effective and efficient use of divisional resources and oversee the maintenance of the division's facility.
- Clearly set and articulate the division's philosophy of education, direction of strategy and expectations for conduct to all stakeholders, including faculty, staff, students, and parents.
- Be a visible presence in the upper school, other divisions, and the community with an appreciation for the full range of the student experience.
- Lead division's co-curricular, extra-curricular, and support services programs.
- Work closely with the school's enrollment and advancement offices to continue supporting the school's growth, as measured by upper school enrollment, retention, and fundraising goals.
- Provide support to faculty and staff in their pursuit of professional growth and development endeavors in all stages of their professional careers.
- Manage and support the demands, concerns, and ideas of an involved and engaged parent community, with an appreciation of and respect for the expectations of parents for their children's academic and personal development.
- Work with the head of school to recruit and retain the teaching faculty who will best know, nurture, and inspire our students.
- Analyze and interpret educational data and use that data to make programmatic changes and enhancements in curricular and co-curricular programs.

#### Preferred Candidate Qualities & Attributes

The head of upper school should:

- Possess a master's degree in education, curriculum design, or school administration.
- Have 6-7 years of experience as a lead teacher, preferably in an independent school setting.



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- Have five years of experience as a division head, assistant division head, or other upper school administrator and a wide range of duties, preferably in an independent school setting.
- Show a genuine and authentic interest in the growth and development of young people and joy in working with high school students.
- Have knowledge of and experience with high school curriculum, character education, advisory programs, technology integration, experiential learning, student activities, athletics, college admission, student health records, budgeting, and the social/emotional development of adolescents.
- Have experience in curriculum planning, curriculum mapping, curriculum articulation, and curriculum change implementation.
- Demonstrate an understanding of adolescent education philosophies with an emphasis on the varied disciplines of a high school program.
- Demonstrate an appreciation and passion for working with a diverse range of adolescent students with varying abilities, perspectives, and needs.
- Possess a leadership style that is conducive to working with students, parents, faculty, and staff in the spirit of partnership.
- Possess an innovative vision for high school education (grades 9-12) that complements the school's mission and strategic plan.
- Have a collaborative approach to working with Lower School and Middle School division heads as well other senior-level administrators.
- Communicate well with emphasis on writing and public speaking.
- Possess good understanding of educational technology and the ability to improve student learning through its use.

### To Apply

Interested and qualified candidates should submit the following materials, as separate PDF documents:

A cover letter expressing interest in this particular position;  
 A current resume with all dates included; and  
 A list of five professional references with the name, relationship, phone number, and email address of each person (references will not be contacted without the candidate's permission and not before a mutual interest has clearly been established)

to John Faubert ([jfaubert@carneysandoe.com](mailto:jfaubert@carneysandoe.com)) and Sabrina Zurkuhlen ([Sabrina.zurkuhlen@carneysandoe.com](mailto:Sabrina.zurkuhlen@carneysandoe.com)). Please do not contact the school directly.



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