

CRANBROOK SCHOOLS

Head of Girls Middle School Cranbrook Schools – Bloomfield Hills, MI July 2025

SUMMARY:

The Head of the Middle School for Girls (MSG) at Cranbrook Schools is responsible for the effective operation of the MSG, the development and oversight of curricular and extracurricular programs, and for providing leadership to faculty, staff, parents, students, and other Schools' constituents. This individual should demonstrate a deep and thoughtful understanding of the developmental expectations and needs of children within this age group (6th-8th grade) and be eager to partner closely with the Head of Middle School for Boys (MSB) to build curricular and programmatic alignment and cohesion across Cranbrook's two middle schools. With broad oversight of day-to-day operations, the Head of MSG should be an experienced leader in curriculum and instruction as well as faculty mentoring, development, and evaluation. Possessing a strong commitment to developing a positive school climate and culture for students, their families, the faculty, and the staff is critical.



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Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Oversee day-to-day operations at the Middle School for Girls (MSG).
- Represent and serve as chief spokesperson for the MSG, both within the Cranbrook Educational Community and to the broader public.
- Participate in long-range strategic planning for curriculum, programs, staffing, and facilities for Cranbrook Schools and for the MSG in particular.
- Work in partnership with the Director of Schools, the Assistant Director of Schools, the Head of the Middle School for Boys (MSB), and other senior-level administrators to review and evaluate existing and proposed educational programs, and maintain or improve them, always in accordance with the mission, vision, and values of Cranbrook Schools.
- With the Assistant Director of Schools and Head of the MSB, create necessary vertical and horizontal alignment of the curriculum and program between the two middle schools, encouraging and supporting dialogue amongst faculty from the two buildings.
- Hire, develop, evaluate, and retain faculty and staff to attain the curricular and programmatic objectives of the MSG and of Cranbrook Schools more broadly.
- Encourage and facilitate effective communication among the Middle School faculty and staff (across the two buildings), within the Schools as a whole, and within the broader Cranbrook Community.
- With the Dean of Students, Counselor, and Learning Specialist, administer student behavioral processes and learning interventions and communicate them effectively to families/caregivers. Ensure that responses to both learning needs and student behaviors are thoughtful, developmentally grounded, and anchored in restorative practices so that they foster opportunities for student learning and growth.
- Embrace the Cranbrook Educational Community's mission-driven commitment to inclusion, diversity, equity, and access.



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- Build a positive partnering relationship with families/caregivers of Middle School students. This includes, but is not limited to, hosting one-on-one meetings and making presentations to parent groups and other committees, as appropriate.
- Serve on the Schools' Administrative Team, Academic Leadership Group, and Division Heads Group.
- Participate cooperatively, constructively, and creatively within the broader Cranbrook Educational Community to help further the Community's mission, goals and objectives.
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.

SUPERVISORY RESPONSIBILITIES: Responsible for the supervision of faculty and staff at the Middle School for Girls

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND EXPERIENCE: Requires a Masters degree with successful school experience demonstrating progressive leadership and responsibility; demonstrated ability for long-range strategic planning, and successful curricular and extracurricular development; proven fiscal and personnel management skills; and strong communication and leadership skills with the ability to nurture a diverse and inclusive student and faculty population.

COMMUNICATION SKILLS: Requires superior written and oral communications, and technological skills, to provide effective leadership to faculty and staff, and to interact effectively with parents and students. Ability to communicate regularly with critical constituents both inside and outside of Cranbrook in order to advance the mission and goals of the Schools, and the Middle School for Girls in particular. Will deal regularly with confidential and complex issues where tact and discretion are necessary. Ability to understand, speak, and write in English.



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INDEPENDENT JUDGMENT/PROBLEM SOLVING: This position requires that an individual exercise a considerable degree of independent judgment subject to periodic direction, review and evaluation by the Director of Schools and Assistant Director of Schools. Depending upon the nature of the problem, will resolve complex issues at their sole discretion, based upon established policies and procedures or through independent solutions applying principles and theories, and may or may not require supervisory involvement.

WORK COMPLEXITY: Work is varied and complex as this position leads and directs projects. Challenges are resolved with complex or precedent setting solutions.

CREATIVITY/INNOVATION: Creativity is required on an on-going basis in order to develop, redesign, or restructure operating procedures, and to lead faculty, staff, parents, students, and administrators towards successful fulfillment of the mission and goals of Cranbrook Schools, and the Middle School for Boys in particular.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, such as the ability to see, hear, speak, and understand English and use digital technologies. It is necessary to travel throughout the school buildings in order to maintain contact with faculty, staff, students and parents. Must have the ability to travel to different locations to cultivate and communicate with constituent groups.

WORK ENVIRONMENT: Work is performed, for the most part, in an office and school setting.

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

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

To Rice Bryan (rbryan@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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