



**Upper School Head**  
**Emery/Weiner School – Houston, TX**  
**July 2025**

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**About The Emery/Weiner School**

The Emery/Weiner School is a private, college-preparatory middle and high school offering an exceptional education in a supportive environment, framed by and infused with pluralistic Judaism. Our unique, inclusive culture values diversity and encourages students to pursue a wide range of academic, athletic, and artistic interests while developing a strong sense of self and community. Small class sizes allow for talented teachers to help students grow in confidence and competence. Emery students graduate with a profound sense of moral self-reliance, empowered to advocate for themselves and others.



Inspired by record enrollment each of the last 12 years, the school is currently completing a \$30 million capital campaign to accommodate growth, including additions to Fine Arts, Athletics and State-of-the-Art STEM center – all of which will be ready in Fall 2025. This campaign will further support innovative academic initiatives at the school, including “Emery Math” (based on Exeter Math) and a robust Experiential Education program. The Emery/Weiner School is also one of the only schools in the country to require Computer Science.



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## Position Overview

The Upper School Head at The Emery/Weiner School provides dynamic, strategic, and student-centered leadership for all aspects of the upper school program (grades 9-12). This role involves managing academic, social, and emotional programs, supporting faculty, and engaging with families to build a nurturing and innovative learning environment.

The Upper School Head is a key member of the school's senior leadership team, contributing to the school's overall strategic goals, with a particular focus on fostering a culture of inclusivity, intellectual curiosity, and personal growth. This position reports to the Head of School.

## Key Responsibilities

### Leadership and Management

- Lead the vision, mission, and goals of the upper school in alignment with Emery/Weiner's values and strategic plan.
- Oversee daily operations of the upper school, including academic programming, student life, and faculty support.
- Supervise, mentor, and evaluate upper school faculty, fostering a culture of professional growth and excellence in teaching.
- Oversee the hiring process for upper school faculty and staff.
- Support the upper school dean of students in ensuring a safe educational environment for all and in managing student discipline and character development.
- Collaborate with the Academic Leadership Team in evaluating and improving teaching, learning, and curriculum in the upper school.



### Academic Excellence

- Collaborate with department chairs and faculty to design, implement, and evaluate a rigorous and inclusive curriculum that meets the diverse needs of students.
- Support faculty in using innovative teaching practices and incorporating technology to enhance student engagement and learning.
- Implement and monitor academic assessments to ensure meaningful student progress and identify areas for support and enrichment.



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## Student Support and Engagement

- Create and maintain a positive, supportive school climate that promotes student well-being, respect, and community.
- Oversee counseling and support services to address the social, emotional, and academic needs of students.
- Actively engage with students, fostering strong relationships and a sense of belonging within the upper school community.

## Parent and Community Engagement

- Communicate regularly with parents and families, fostering strong partnerships to support student success and well-being.
- Engage parents with a balance of strong leadership and a warm, approachable presence.
- Adeptly navigate difficult conversations with all constituencies, listening and communicating thoughtfully and effectively while working through differences of opinion.
- Engage with the broader school community through events, communications, and outreach that enhance the upper school's presence and reputation.
- Partner with the admissions team to attract and retain mission-aligned families.

## Professional Development and Collaboration

- Foster a collaborative culture among faculty, encouraging teamwork, creativity, and innovation.
- Support ongoing professional development initiatives aligned with the school's strategic priorities and current educational best practices.
- Other duties as assigned

## **Qualifications**

### Education & Experience

- A Master's degree in education, educational leadership, or a related field.
- A minimum of 5 years of relevant teaching or administrative experience, preferably in an independent or Jewish day school setting.
- Successful leadership experience, preferably in an upper and/or independent school.



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## Skills & Attributes

- Strong leadership, interpersonal, and communication skills.
- Commitment to student-centered education and fostering an inclusive community.
- An ability to think strategically and work collaboratively across departments and divisions.
- Knowledge of upper school students' developmental, academic, and social needs.



## To Apply

Interested and qualified candidates should submit, and as separate PDF 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. Reference List

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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