

HEAD OF UPPER SCHOOL SEARCH

HILLBROOK SCHOOL

Los Gatos, California

hillbrook.org

Start Date: July 2025



HILLBROOK SCHOOL



Carney
Sandoe
& ASSOCIATES

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Mission Statement

Hillbrook provides an extraordinary educational experience that fosters a love of learning in our students and helps them develop the knowledge, skills, and confidence to achieve their highest individual potential in school and in life. At Hillbrook, students are known, respected and valued as individuals and every day is a journey of self-discovery, imaginative thinking, creative problem solving, laughter and friendship.

Vision

Inspire students to achieve their dreams and reach beyond themselves to make a difference in the world.

At a Glance



Established
1935



Upper School Enrollment
72



Faculty in the Upper School
13



Student-teacher ratio
7:1



Students of color
61%



Financial aid awarded
\$4.5M



Faculty with advanced degrees
44%



Endowment
\$4.9M

Total enrollment: 440

Total faculty: 65

Faculty of color: 40%

Students receiving aid: 37%

Annual operating budget: \$22.6M

Sports teams: 25

Annual fine arts performances: 10

Student-founded clubs in the Upper School: 10



Overview

For 90 years, Hillbrook School has provided an extraordinary K-8 educational experience that inspires children to achieve their dreams and reach beyond themselves to make a difference in the world. From the beginning, Hillbrook has known that the most authentic and meaningful education happens when student choice and engagement are at the center of the learning experience.

Nearly 10 years ago, Head of School Mark Silver, his leadership team, and a committed Board of Trustees developed a vision for a transformation of Hillbrook from a JK-8 into a JK-12 with two campuses, three divisions, and one unified vision. They envisioned an Upper School that embodied the school's commitment to reach beyond and make a difference in the world, designing a program that provided the highest levels of academic challenge in an environment in which students are allowed to thrive as change agents and engaged citizens. Their vision is now a nascent upper school of seventy-two 9th and 10th grade students in downtown San Jose - built on the foundation of the school's core questions – What matters to you? What are you doing about it? Hillbrook School seeks a Head of Upper School to continue the exciting work of co-creating the new division.

Opportunities and Challenges

The next Head of Upper School will bring an entrepreneurial spirit and a commitment to progressive education to the energizing and challenging work of bringing Hillbrook's vision to fruition. The Head of Upper School will:

Steward the Expansion

The Head of Upper School will continue to build an upper school program that aligns with Hillbrook's mission and core values and focuses on high level engagement in the classroom, close student-teacher relationships, and signature Reach Beyond programs like Immersives, which embrace the city as classroom and foster student agency through community engagement, internships, and apprenticeships. From the expansiveness of vision to the details of course offerings, from faculty culture to student life, the Head of Upper School will be present, engaged, reflective, and responsive to the complexities of an evolving division.



Work Collaboratively with the Hillbrook Leadership Team

Many of Hillbrook’s seasoned leadership team members have served the school for more than a decade and stand by their conviction that collaboration produces better outcomes for all. They hold the mission and core values of Hillbrook at the center of their work and serve as essential teammates for the Head of Upper School as the division develops and refines Hillbrook’s progressive, student-centered curriculum, builds systems, hires essential personnel to grow the division’s faculty and administrative structure, and responds to constituent feedback. Lone rangers need not apply.

Build Culture and Community

With the completion of the Moir Building and the expansion of the student body to grade 11, the division will continue its exciting evolution in the 2025-2026 school year. The Head of Upper School will guide the community and welcome their voices in continuing to build the norms and rituals that weave the fabric of the upper school. Hillbrook’s mission, vision, and core values - be kind, be curious, take risks, do your best – already guide the community, and the Head of Upper School will continue to hold these values at the center of the evolving culture while embracing the three divisions, two campuses, one school identity of Hillbrook.

Utilize Faculty Wisdom and Talent

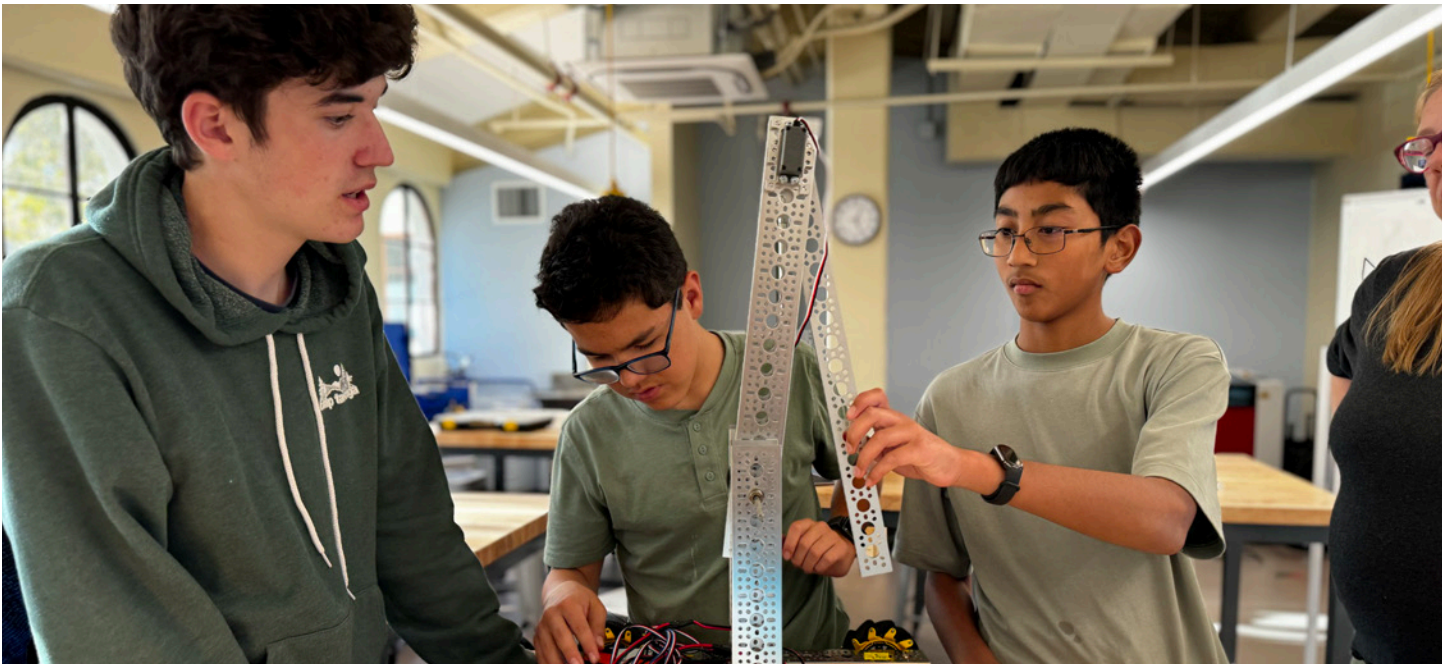
The nascent upper school has drawn talented and experienced educators to Hillbrook’s expansion. Co-creators in spirit, dedication, and creativity, they are eager to collaborate as the division expands, introduces new programs, and continues to refine pedagogy and curriculum. The next leader will prioritize collaboration with this invaluable team, carving out time for the adults to dig into their work together and benefit from the experience and wisdom of the group.

Balance Vision and Implementation

The next leader will have the ability to communicate the vision for the future of the upper school while holding space for the necessary reflection and revision that comes with building a new division. Central to this work will be the ability to establish priorities and assess the bandwidth of the team as the division welcomes new students and adds program.

Tell the Story and Cultivate Other Storytellers

The Head of Upper School will know the life of the division and be a storyteller who can demonstrate the vision in action and celebrate the students’ and professional community’s successes with Hillbrook families, prospective families, colleges, and community organizations. The Head of Upper School will also develop and empower the division’s other voices to skillfully connect their stories with signature programs and Hillbrook’s mission and core values.



Bridge the Divisions

Hillbrook has a long history and a stellar reputation as a PK-8 school. With the new division on a separate campus about 10 miles from the PK-8 campus, the Head of Upper School will hold the throughlines that define Hillbrook’s curriculum, pedagogy, and culture while building age-appropriate programming for high school students and seeking ways for teachers, staff, students, and parents to share experiences across divisions.

Qualifications and Personal Attributes

- A passionate belief in and experience developing and managing the delivery of a progressive, student-centered, and competency based high school education;
- Exceptional interpersonal and communications skills, including the ability to listen carefully and reflectively, speak confidently and persuasively, and write skillfully to the full range of school constituencies;
- A builder of mission-aligned systems and structures needed during an expansion’s second phase;
- The ability to manage an expansive agenda by delegating, appropriately calibrating the pace of change, and identifying the resources required;
- A track record of building a diverse, inclusive, and collaborative organization;
- Significant and successful classroom teaching experience and demonstrated success as an effective instructional leader and manager;
- Grounded and fluent in cultural competency, equity, and inclusion work;
- A confident decision maker and strong communicator of why;
- Strength in building and maintaining connections and community between colleagues, divisions, parents, and students;
- Thorough and demonstrated understanding of and love for working with students with great energy, warmth, and humor;
- Able to manage a range of personalities with strong EQ and emotional bandwidth;
- A sense of humor.

Learn More

Click on the links below to learn more about Hillbrook School.

[School Website](#)

[School History](#)

[Educational Philosophy](#)

[Strategic Plan](#)

[Diversity, Equity, and Inclusion](#)

[Upper School Academics](#)

[About Los Gatos, California](#)



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;
- List of five references with name, phone number, and email address of each (references will be contacted later in the process and only with candidate permission) to:

Karen Whitaker
Senior Consultant
karen.whitaker@carneysandoe.com

Chris Boyle
Consultant
chris.boyle@carneysandoe.com

We would appreciate receiving your application materials no later than Friday, February 7.

The full-time equivalent salary range for this position is \$175-225K. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.