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## Head of High School Madison Country Day School – Waunakee, WI July 2025

Madison Country Day School (MCDS) seeks a Head of High School to work collaboratively with faculty, staff, students, and families. The successful candidate will be an experienced educational leader devoted to delivering a mission-driven program to students in grades 9-12. This is an exceptional opportunity to lead a growing high school division at a thriving independent school with a commitment to offering an academically challenging, intellectually stimulating, and personally enriching experience.

### ABOUT MCDS

MCDS is an independent Pre-K through 12 International Baccalaureate (IB) World School offering the IB Diploma Programme, the IB Middle Years Programme, and the IB Primary Years Program. At MCDS, all Faculty and Staff expect to feel welcome, safe, and heard. Meaningful relationships with community members are nurtured and keep us looking forward to coming to work each day. Tradition matters at MCDS, but moving forward with an eye to the new and different matters just as much. We are self-motivated professionals who take pride in and responsibility for the work we do.

At MCDS, our mission is grounded in two key beliefs about children and learning:

- Every child possesses an extraordinary capacity to learn.
- Effort is generally more important than ability.

These beliefs drive our decisions, inform our curriculum, and inspire our teaching and learning.



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## LOCATION OF MCDS

Diverse is a key term when describing MCDS's location.

- Ecologically Diverse | Our campus is located on 40 beautiful acres of prairie, woodland, and marshlands, and lies adjacent to the Yahara River.
- Diverse Locals | Located within the Madison Metropolitan area, the MCDS campus is minutes away from the Madison city limits and close to a number of suburban communities. This offers a diverse opportunity to choose the right community to call home. Madison is consistently selected as one of the best places to live in the United States.
- Diverse Entertainment and Cultural Events | The Madison metropolitan area is home to a number of great museums, arts & music venues and festivals, unique local shopping, award-winning restaurants, sporting events, and so much more. Larger metropolitan areas of Milwaukee, Chicago, and Minneapolis are easily accessible by bus.
- Educationally Diverse | Madison is home to one of the most educated populaces in the United States, with almost 50% of residents above the age of 25 holding an undergraduate degree. University of Wisconsin Madison, Edgewood College, and Madison Area Technical College offer higher educational choices from hands-on trade to PhD programs. With this diverse educational base, many leading national brands call this area home: American Family Insurance, Epic Systems, Sub-Zero, Trek Bicycles, Land's End, Shopbop, and John Deere, just to name a few.
- Diverse Outdoor Recreation | Residents are wild for outdoor recreational opportunities. This area is one of the most bike-friendly in the United States, and many enthusiasts commute by bike all year around. From skiing and snowboarding in the winter to swimming, sailing, and hiking in the warmer months, the Madison area has what you are looking for to stay active outdoors.

## THE POSITION

The [MCDS High School](#) has 126 students with plans to grow in the coming years. The cultivation of a vibrant student learning community and a strong partnership between the school and parents is a central priority for the Head of High School. The successful candidate will be committed to building a thoughtful environment conducive to the magic of working with this age group. As such, the Head of High School will be an essential partner in the inclusion and belonging work already underway at MCDS. Academically, the Head of High School will partner with the IB coordinator to implement the IB Middle Years Programme (MYP) and the IB Diploma Programme (DP). As a champion of the IB philosophy, the Head of High School will promote an interdisciplinary and inquiry-based approach to learning.

In leading faculty and staff, the Head of High School will make it a priority to model the joy of working with high school students. The successful candidate will work to promote a culture of inquiry and learning amongst the faculty and staff.



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Partnering frequently with the Head of Middle School in matters of staffing, space, and curriculum, the Head of High School will be a collaborator and capable systems thinker, always advocating for the needs of students.

The ideal candidate is an enthusiastic leader educator who inspires others through optimism, selflessness, flexibility, and teamwork. This person will model the essential understandings of the [MCDS mission and philosophy](#) at all times through their:

- Way of sharing ideas, information, and perspectives that honor and empower everyone and allow our community to thrive;
- Intellectual curiosity and a desire to foster a love of learning in students;
- Dedication to meeting the needs of diverse student learners;
- Genuine appreciation of adolescents and an in-depth understanding of the developmental and cognitive needs of high school students;
- Commitment to a participatory, team-building management style;
- Proven strength in communication and interpersonal skills; a sense of humor, and the ability to work well within a collaborative environment;
- Experience articulating and living the values that support a learning community including a passion for new learning, patience, compassion, a healthy respect for risk-taking, willingness to give and openness to receiving criticism, and the ability to remain focused on the big picture while attending to the details.

The ideal candidate **will partner with faculty and staff** to ensure they have the tools and perspectives necessary to provide students with multiple paths to success by:

- Serving as a thoughtful, forthright, and positive member of the MCDS Administrative Team;
- Acting as the academic leader of the high school and as the chief articulator of the high school's curriculum;
- Valuing educational technology and its potential to expand student and teacher learning;
- Fostering a positive culture of learning among students, faculty, and staff;
- Supporting the professional growth of the HS faculty, in part by bringing initiative and knowledge of research and best practices to curriculum, assessment, and instructional work with the faculty and administration;
- Leading programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation and supervision of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation;
- Conducting regular meetings with faculty that will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern;
- Being highly visible in the daily life of the school community and at school events during the school day as well as after school.
- Collaborating with the college counselor to provide a cohesive, personalized college counseling program including an annual student college tour.



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The ideal candidate will **partner with the MCDS Community of Families** by:

- Cultivating strong communication links with the MCDS Community partly through offering a series of grade-level coffees, admissions initiatives, and retention events to both deliver relevant educational information to parents as well as to reinforce strong school-parent partnerships;
- Communicating with parents about academic and/or behavioral issues involving their children;
- Serving as an advocate for MCDS students by:
  - Coordinating student services and programs that impact high school students;
  - Overseeing the coordination of co-curricular activities and programs, including assisting in the planning of school assemblies and programs;
  - Developing and overseeing a broad and engaging student elective activity program and ensuring delivery of a meaningful advisory program;
  - Providing academic and social guidance to HS students and families, directing families to outside resources as needed;
  - Overseeing the grading and reporting processes in the HS, including the academic records of all students;
  - Implementing a comprehensive transition program for new HS students;
  - Along with the Dean of Students, ensuring that appropriate behavioral expectations are communicated and enforced.

The Head of High School reports directly to the Head of School and is a member of the Senior Leadership Team.

## KEY RESPONSIBILITIES

- Maintain congruence between the school's mission statement and all activities related to teaching and learning by collaborating with department chairs to maintain a child-centered culturally competent curriculum that reflects the cognitive and developmental needs of High School students.
- Oversee parent/teacher conferences and to maintain records and correspondence relating to parent conferences.
- Cover classes and/or supervision responsibilities as needed, including overseeing a sound lunch and recess supervision plan and being present consistently at drop-off and pick-up.
- Secure substitute teachers for the HS division as needed.
- Assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment and make the final decision on acceptance to MCDS.
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.
- Budget for new and existing curricular initiatives.
- Keep the Head of School fully informed on all issues related to teaching and learning within the high school.
- Perform other duties as assigned by the Head of School.



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## JOB REQUIREMENTS

- A related Master's degree
- Successful experience in working with culturally diverse students, teachers, families, and communities
- School administration experience, particularly within an independent and/or international school setting
- International Baccalaureate Middle Years Programme and Diploma Programme experience is welcomed though not required.

## TO APPLY

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

1. Current resume, including phone number and email address
2. Letter of intent
3. Statement of philosophy of education and leadership
4. List of five references with contact information (references will not be contacted until the candidate is notified)

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

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*[Madison Country Day School](#) is Dane County's only independent Pre-K–12 school, offering a challenging and comprehensive college-preparatory education, including the Madison, Wisconsin area's only International Baccalaureate program. In an environment where each community member is truly known, MCDS students develop a deep knowledge base and life-long critical and creative thinking skills.*

*At MCDS we are looking for energetic, flexible, and open-minded teachers; motivated by new opportunities and challenges. We are seeking teachers who are passionate about and committed to the mission and vision of [Madison Country Day School](#) and able to demonstrate the values and traits of the [International Baccalaureate Programms](#) and [Learner Profile](#) while teaching and working.*

*Academic excellence begins with a rigorous, world-class curriculum coupled with our small class sizes and individualized instruction, the MCDS curriculum is the cornerstone of one of the country's finest college-preparatory educations.*

*An inspiring learning environment is critical for maintaining our academic standards. Beginning with our esteemed faculty who exuberantly share their knowledge and love for learning on a daily basis, it continues with parents dedicated to providing the support children need for a quality education. And last, but certainly not least, students embody our everyday lessons of respect, acceptance and understanding.*

*Madison Country Day School's vision is for all members of the school community to feel valued and supported as well as inspired to embrace the diversity of each person. MCDS respects, affirms, and protects the dignity and worth of each member of its community.*



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*We seek to establish a culture wherein every member feels safe, valued, and encouraged to participate in every aspect of the community.*

*MCDS embraces and celebrates diversity and does not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin, or sexual identity in its hiring.*

*Madison Country Day School is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School will provide reasonable accommodations to qualified individuals with disabilities. MCDS does not discriminate on the basis of age, race, color, gender, religion, gender identity, sexual orientation, or national or ethnic origin in administration of its educational policies, hiring and employment practices, admission policies, scholarship and grant programs, or athletic and other school-administered programs.*



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