

# HEAD OF STUDENT SERVICES SEARCH

## MILKEN COMMUNITY SCHOOL

Los Angeles, California

[milkenschool.org](http://milkenschool.org)

Start Date: July 2025



**Carney  
Sandoe**  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# At a Glance



Established  
**1990**



Enrollment  
**780**  
(grades 6-12)



Total faculty  
**135**



Student-teacher ratio  
**7:1**



AP courses  
**26**



Faculty with advanced degrees  
**75%**



Campus Size  
**11 acres**

Zip codes represented: 20

Average class size: 15

Students receiving aid: 40%

Endowment: \$16,000,000

Annual operating budget: \$39,000,000

Sports: 13

Service hours logged: 35,000+



## Overview

Founded in 1990, Milken Community School is a private day school situated on a picturesque, 11-acre campus in the Bel Air neighborhood of Los Angeles. Committed to incorporating Jewish values in a rigorous, college preparatory education for children in grades 6–12, Milken links Jewish ritual, history, and culture to its students' promising futures. Milken develops extraordinary thinkers – curious, creative students who question deeply and rise to meet challenges. Students learn to innovate and explore; to overcome obstacles, savor successes and soak up the experience along the way. Learning is responsive and adaptive at Milken, with curriculum designed to engage each student's interests and ambitions. At the heart of the process is a dedication to dialogue and debate that is central to the Jewish intellectual tradition. It's a legacy of exceptional scholarship that propels student achievement and produces outcomes that speak for themselves.

Milken is one of the largest Jewish day schools in the United States, and its students are immersed in an environment that provides endless opportunities to create powerful Jewish experiences, strengthen their identities, and enhance their understanding of what it means to be links on a chain that goes back generations. Milken students receive high-impact learning and are put on a path to personal and professional achievement. Grounded in Jewish values, traditions, and practices, students are developed through the pursuit of deeply held core values including:

- Pursuing Academic Excellence - *Talmud Torah*;
- Building Joyful, Welcoming Community - *Kehillah*;
- Treating Others with Dignity and Kindness - *Kavod HaBriyot*;
- Taking Responsibility for Self and for Others - *Areivut*;
- Connecting to Israel and the Jewish people - *Ahavat Yisrael*;
- Reflecting and Repairing with Integrity - *Teshuvah*;
- Pausing to Nurture the Soul - *Shavat Vayinafash*.

Milken Community School seeks a new Head of Student Services, a position which has grown in importance at the school over the past several years under the leadership of its prior Head of Student Services, and with the support and oversight of Milken's Head and Associate Head, Sarah Shulkind and Limor Dankner. A position description for the role is included here, which describes the breadth and depth of responsibility of the position well.



# School Position Description

## MISSION STATEMENT

Our School, founded on Jewish values, is about who our children can become and how they can help others become who they might be. Because the world our children will create tomorrow is born in the School we build today, our mission is to educate our children so they can surpass us.

## POSITION OVERVIEW

The Head of Student Services partners with the Division Heads and the Associate Head of School for Academic Affairs and Strategic Initiatives to provide leadership and coordination of all 6-12 Student Support Services Programs. The Head of Student Services leads the team of Division Academic Support Directors and Division Counselors and is the expert and chief articulator on child development, parenting, intervention curriculum, learning differences, social-emotional growth, and wellness. This school leader sits on the senior leadership team and actively participates in determining all school educational initiatives and policies. The Head of Student Services reports to the Associate Head of School for Academic Affairs and Strategic Initiatives.

## RESPONSIBILITIES

- Serves as an expert in the areas of research-based instructional practices for students in grades 6-12, current trends in instructional intervention curriculum and methods, and rigorous academic standards for the purpose of developing new programs and/or master plans to meet the needs of a wide variety of student learners.
- Evaluates and expands current programs, and/or implements new programs that incorporate the latest research-based practices in academic support.
- Develops a comprehensive parent education program that is aligned with the school's priorities and reflects the full arc of child development from 6th through 12th grade.
- Research parent and staff concerns for the purpose of counseling them on program content, their obligations and responsibilities, and negotiates solutions.
- Provides professional development training to Academic Support Directors and Learning Specialists in the areas of educational assessments, individualized learning plans, assessment data, and best practices in research-based, 6-12 intervention programs.



- Provides professional development training to Division Counselors in the areas of mental health research, best practices for school counseling services and wellness programs.
- Oversees curricula for Advisory programs.
- Oversees curricula for learning intervention programs.
- Represents the school in the greater Jewish and professional community; creates a network of professionals; provides leadership and expertise on behalf of Milken; and advises the senior leadership team of the school on best practices, trends and innovative programs in the field.
- Partners with the Admission department to recruit mission aligned families to the school.
- Oversees attendance and the effectiveness of Lishma in the areas of academic support and counseling.
- Oversees the testing processes of the school, including Advanced Placement and ACT/SAT testing with accommodations.
- Serves as the chief articulator of student needs.
- Observes, trains and evaluates members of the Support and Counseling teams and makes recommendations to Division Heads.
- Partners with the Associate Head of School for Academic Affairs and Strategic Initiatives to explore models for integrated and self-contained academic and counseling support programs including diagnostic assessments, mild to moderate interventions, faculty training, and parent education.



## QUALIFICATIONS

- Expertise in the developmental needs of all students.
- Expertise in the areas of mental health, diagnostic assessments, therapeutic and school-based interventions.
- Expertise in the areas of learning differences, diagnostic assessments, academic interventions and support, and successful school-based learning modifications and accommodations.
- Expertise in parent education, specifically around the needs of middle and high school students, or able to secure and partner with external experts to deliver professional training or parent education.
- Effective in supporting and maintaining an effective group of professionals.
- Able to provide leadership and expertise in communicating the needs of typical and diverse learners.
- Able to provide leadership and expertise in interpreting and disseminating data and psycho-educational assessment results.
- Effective in communicating with parents, administration, faculty, outside service providers, and the extended educational community.
- Efficient with time management, organizational skills, and meeting deadlines.
- Collaborative and inclusive.
- Ability to think strategically in order to envision, plan, execute, and achieve results in a complex environment.
- Proficient in gathering and analyzing meaningful data to aid in the development of short-term and long-term goals.
- Ability to manage multiple large portfolios and set measurable, achievable goals.
- Ability to implement effectively and focus on the small steps and details necessary for a smooth adoption of plans or changes in policy and structure. Must be a skilled communicator who can present a persuasive and compelling case with sincerity and conviction.
- Must have an ongoing commitment to professional development in all areas related to learning, curriculum, and leadership.



- A strong sense of commitment to Milken Community Schools' Mission.
- Must be a licensed psychologist.
- Superior communication and interpersonal skills.
- A track record of significant involvement in instructional and administrative leadership.
- Innovative and creative.
- Possess a love and empathy for adolescents and teens.
- Patient and disciplined; inspires collaboration among colleagues.

**HIRING RANGE:** \$130,000 - \$170,000

Milken strives to be a nurturing, diverse and inclusive community. It is a vibrant academic home, drawing faculty and staff from the spectrum of faith, social and cultural backgrounds.

## Desired Personal Attributes

The ideal candidate(s) should offer most or all the following qualities:

- An eagerness to engage with students, faculty, and staff in a visible and infectious way, modeling the importance of relationships that serve the common good;
- A warm, open, and collaborative approach to building relationships;
- A capacity to listen, synthesize and operationalize a vision that reflects the values and aspirations of a community;
- An “us together” approach to building consensus and solving problems;
- A leadership approach that combines warmth and collaboration with decisiveness and gravitas;
- The ability to work with a sense of playfulness while leaving room for the epiphanies found in spontaneity; and
- Commitment to diversity and inclusion.

# Learn More

Click on the links below to learn more about Milken.

[School Website](#)

[Educational Philosophy](#)

[College Matriculation](#)

[About Los Angeles, 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 position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

**John Faubert**

Consultant

john.faubert@carneysandoe.com

**Justine Brown**

Consultant

justine.brown@carneysandoe.com