

# MIDDLE SCHOOL HEAD SEARCH

## SAN FRANCISCO FRIENDS SCHOOL

San Francisco, California

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

Start Date: July 2025

san francisco

FRIENDS  
SCHOOL



Carney  
Sandoe  
& ASSOCIATES

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

# Mission Statement

At San Francisco Friends School, students learn in a community grounded in the Quaker values of reflection, integrity, peaceful problem-solving and stewardship.

Our teachers challenge students with a dynamic curriculum that inspires curiosity, cooperation, and hard work. We teach children to listen to all voices and to trust their own.

We engage with the world around us with kindness and conviction, working toward the Quaker ideal of a caring and just society.

## At a Glance



Established  
2001



Current Middle School  
enrollment  
220



Faculty in the Middle School  
29



Student-teacher ratio  
10:1



Students of color  
55%



% of revenue as  
adjustable tuition  
18%



Faculty with advanced degrees  
29%

Ideal enrollment: 49 students in grade 5  
and 57 students in grades 6-8

Enrollment: 440

Total faculty: 59

Faculty of color: 38%

Students on adjustable tuition: 25%

Endowment: \$4.5M

Annual operating budget: \$14.2M



## Overview

San Francisco Friends School educates children in Kindergarten through Grade 8 in the tradition of Quaker learning. Both a young school, in the middle of its second decade, and old, part of a 325-year tradition of Friends education, San Francisco Friends School (SFFS) nurtures students' aspirations and excellence in academics and character. As one of two Quaker schools west of the Mississippi, SFFS is distinctive amongst independent schools in the Bay Area and Friends schools nationally.

At SFFS, teachers, coaches, and advisors design and facilitate hands-on and minds-on student experiences in math, science, and sports; in the arts, humanities, and Spanish; and in reflection and service. The Quaker traditions, woven in with a progressive pedagogical approach create a program that is intellectually rigorous and engaging, while helping students to develop a strong sense of self and community. Along the way, faculty and staff seize every opportunity to learn in and from San Francisco and the community within the Mission District while embracing the school's responsibility to contribute. The school has a healthy partnership with Horizons, a program that serves 150 K-8 public school students each summer on the SFFS campus, providing a joyful academic and enrichment experience.

SFFS was founded in 2001, and in 2008 moved to its current campus, the former Levi Strauss Factory, at 250 Valencia Street with two floors of classrooms, a Meeting Room, and a library. In 2013, construction of the third floor of this main building was completed, resulting in beautiful new art studios, music rooms, a black box theater, the Middle School Learning Commons, and a full-size gym. In 2019, SFFS purchased adjacent property at 260 Valencia and is actively engaged in planning for the use and funding of this space.

SFFS seeks a Middle School Head to begin in the summer of 2025. The Middle School Head reports to the Head of School, Pankti Sevak, serves as a member of the senior leadership team (which in a nod to the campus's origin as the original Levi's factory is named RIVETS [Reflect, Illuminate, Value, Envision, Try, Support]) and the Academic Administrative Team, and leads and supports a talented, student-centered, and dedicated Middle School faculty. An exceptional progressive classroom teacher and skilled and highly collaborative school leader in equal measure, the next Middle School Head will partner with faculty, school leadership, and parents and guardians to continue to develop an excellent and student-centered Middle School program consistent with Quaker practice and values.



## Opportunities and Challenges

This is a compelling opportunity for a collaborative, progressive, and student-centered educational leader who loves and finds joy in middle school students, values and works to empower and inspire their teacher teams, and is committed to building up transformational middle school communities. Courageous in the face of the complexity, the Middle School Head leads by example—they save space for student exploration, allow time to work through setbacks, encourage student leadership which are keys to the Quaker approach. The priorities, opportunities, and challenges in the near future include:

**Building trusting relationships and cultivating a collaborative culture.** The next Middle School Head will have the privilege and responsibility to partner, support, and lead a faculty gifted in delivering a dynamic curriculum rooted in progressive pedagogy, deepening students' connection to a greater purpose. The faculty has navigated a complex period, including the COVID pandemic and leadership transitions in recent years. Being an engaged and visible presence, a keen and curious listener, and an authentic and caring colleague will be critical practices to build trust, connection, collaboration, and capacity in the middle school community. Modeling candor, empathy, transparency, spirit led decision making that is grounded in SFFS values, and a process orientation through policy setting will support the Middle School Head's success.

**Supporting and engaging a dynamic student body.** The next Middle School Head has the opportunity to work with students who the faculty describes in superlatives—curious, fun, reflective, authentic, present, grounded, civic minded, engaged and engaging. The next Middle School Head will actively support students' school experience. They should be a visible presence throughout the school and in the life of each student—seeking to know each student.

**Examining and refining the schedule.** The current Middle School schedule—designed pre-pandemic and with good intent—is ripe for evaluation and refinement. Initial conversations are underway, and the next Middle School Head will support the evolution and refinement of the schedule to best support teaching and learning.

**Clarifying, aligning, and articulating the academic program.** Honoring SFFS's commitment to progressive education and Quaker values and practices, the next Middle School Head will partner closely with the Director of Teaching and Learning, Lower School Head, Director of Community Engagement, Director of Institutional Equity & Belonging, and faculty to advance the scope, sequence, and alignment of the academic program and to share the program's strengths with current and prospective parents/guardians.



**Partnering with and supporting an invested parent population.** The Middle School Head serves as a guide, working closely with parents and guardians on the developmental stages their students are navigating and partnering as they progress through the division and prepare for the transition to high school.

**Supporting the future vision of SFFS.** Strategic planning is underway this year. The next Middle School Head will have the opportunity to help operationalize the plan and help to lead at an exciting time of SFFS's growth and evolution.

## Qualifications and Personal Attributes

Candidates should have extensive experience and demonstrable skill as a classroom teacher, school leader, and alignment with SFFS's progressive education and Quaker practices and values.

- Joy and enthusiasm for working in schools and with children in grades 5-8.
- Deep understanding of and compassion for students in early adolescence with the ability to connect authentically with them, and to provide guidance, partnership, and support for their parents and guardians.
- A highly relational and collaborative leadership style that invites and respects the perspectives and talents of others, fosters a culture of curiosity, sharing, and trust, and prioritizes health and wellness of the professional community, including themselves.
- Significant appreciation for the craft of teaching and the ability to guide and grow teachers across subjects, grade levels, and experience levels.
- Experience leading diverse communities, skill in building equitable and inclusive communities, and the ability to respectfully navigate diverse cultural and social situations.
- Experience developing systems and structures to sustain, guide, and support school community members.
- Experience in onboarding, supporting, and developing the professional growth and evolution of educators.
- An engaging storyteller who writes, speaks, and presents with skill, confidence, and clarity.
- Ability to capture and analyze data, using it to inform decisions, and incorporating it into the school's communications about its successes and opportunities.
- The tactical skills necessary to advance projects and build and manage systems and processes.
- Highly organized, yet also flexible and adaptable.
- An orientation to approach their work with curiosity, patience, purpose, and humor and to be a visible, present, and heart-first leader who also has the ability to be a clear, consistent decision maker with faculty and parents and guardians.
- Interest in and excitement about working in the Mission District in San Francisco—an urban location in an evolving city.

# Learn More

Click on the links below to learn more about San Francisco Friends School.

[School Website](#)

[Strategic Direction](#)

[Diversity and Inclusion](#)

[Quaker Values and Community](#)

[High School Matriculation](#)

[About San Francisco, 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, including what they appreciate about Middle Schools - their students and faculty/staff;
- 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); and
- Responses to writing prompts that will be shared with candidates upon expression of interest.

### **Jennifer Wong Christensen**

Senior Consultant

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### **Chris Boyle**

Consultant

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*The full-time equivalent salary range for this position is \$180,000-200,000. The starting salary is based upon, but not limited to, several factors that include type and years of experience, education level, and expertise.*