



# SAGE HILL SCHOOL

## **Dean of Academics Sage Hill School – Newport Coast, CA July 2024**

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### **Summary**

The Dean of Academics will serve as an academic leader focusing on curriculum, pedagogy, systems and structures, and coordinate the Standards for Exceptional Teaching at Sage Hill School (SETS), Sage Hill's model for faculty growth and evaluation. They will collaborate with the Assistant Head of School to move forward the School's goals of culturally-responsive, anti-biased, and inclusive classrooms where students feel a sense of belonging. This position is responsible for developing and maintaining an updated curricular scope and sequence and well as sound academic policies and processes based on relevant research. They will also work closely with other school leaders and departments such as the Department Chairs, the Sage Center team, Learning Specialist, Technology department, College Counseling, and School Counselors to ensure that academic practices are mission aligned with curricular and pedagogical goals.



**Carney  
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& ASSOCIATES

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Essential duties and responsibilities include the following:

### *Curriculum Development*

- Ensure the academic curriculum is reflective of and aligned with Sage Hill School's mission and values
- Work to support and guide faculty in developing and implementing a culturally responsive and experiential curriculum
- Support faculty through the curriculum development and implementation process and ensure consistency in the alignment of curriculum to our stated priorities
- Partner with the Dean of Academic Technology to ensure that the Sage Center Designated courses meet the strategic curricular goals of the Sage Center and the School
- Collaborate with the Assistant Director of the Sage Center for Global Education & Inclusion and faculty to develop Spring at Sage seminars that are engaging, experiential, and innovative
- Partner with the Dean of Academic Technology to ensure best utilization of technology to meet the academic needs of our students and faculty
- Work with the Department Chairs to ensure that teaching practices are aligned with curricular and pedagogical goals

### *Academic Program, Instruction, and Assessment*

- Coordinate the development, design, assessment and articulation of the academic program
- Stay abreast of and be able to share, articulate and implement advances and trends in pedagogy and education through internal and external communications and/or professional development
- Approach assessment practices with equity and inclusion in mind, being particularly aware of cultural and socioeconomic diversity and neurodiversity
- Oversee the grading and reporting of standards and methods used by faculty in measuring student achievement
- Collaborate with the Assistant Head of School, Sage Center Director, and Department Chairs to organize, develop, curate and offer internal and external professional development
- In collaboration with the Sage Center Director provide training and support to faculty that



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enhances their understanding and application of DEI, culturally responsive teaching and anti-bias education.

- Develop research informed academic policies and practices
- Partner with College Counseling to ensure that The Schools offerings reflect college requirements, including the University of California system
- Use data to assess the efficiency and productivity of different components of the academic program
- Design and implement all data collection tools for use in analyzing trends in student performance and experience and for academic program evaluation

### Other Responsibilities

- Teaches at least one (1) academic course each year
- Contributes to the on-boarding of new faculty
- In coordination with the Assistant Head of School, actively participates in the operational phases of SETS
- Participates in school-wide programs including but not limited to Spring at Sage, Service Learning, and Advising.
- Serves on committees related to the academic program of the School including but not limited to the Program Leadership Committee, annual faculty thematic cohort, and Department Chairs
- Fosters professional standards and development by participating in local and national associations that offer professional support and assistance
- All other duties as assigned by the Assistant Head of School

### Reasoning ability

Analytical and incisive thinker with the ability to assess situations accurately and act decisively and appropriately. A self-starter who works from a base of experience and knowledge to create programs appropriate for the changing needs of the school.



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## Qualifications

- Experienced middle and/or upper school teacher
- Experience as an independent school administrator at the middle or upper school level preferred
- Excellent interpersonal skills, including conflict resolution
- Excellent collegiality, professionalism, and organizational ability
- Superior oral and written communication skills
- Strong understanding of the culture and goals of independent schools
- Ability to meet deadlines and work efficiently and effectively within a team-oriented, fast-paced work environment
- Ability to work well with teenagers and their parents
- Ability to maintain confidentiality, use sound judgment and work independently
- B.A. or B.S. degree in appropriate field required, master's degree preferred

## Compensation

Compensation commensurate with experience.

## 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. *Cover letter stating interest in and qualifications for the position*
3. *Personal statement*
4. *Reference List*

To John Faubert (jfaubert@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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