

# ASSISTANT HEAD OF SCHOOL SEARCH

## THE SEVEN HILLS SCHOOL

Cincinnati, Ohio

7hills.org

Start Date: July 1, 2025



**Carney  
Sandoe**  
& ASSOCIATES

CARNEYSANDOE.COM

# Mission Statement

Seven Hills engages hearts and minds, guiding students to cultivate their unique capabilities and preparing each for a meaningful role in a rapidly changing world.

# Educational Philosophy

At Seven Hills, our educational philosophy drives everything we do. We believe, of course, in setting students up for a successful college career. But we also want to play a role in preparing them for the rest of their lives. That's why we intentionally model and teach our values to our students every day.

## At a Glance



Established  
**1974**



Enrollment  
**1,040**



Total faculty  
**112 (FTE 106)**



Student-faculty ratio  
**9:1**



Students of color  
**40%**



Financial aid awarded  
**\$5M**



Faculty with advanced degrees  
**90%**



Campus size  
**49 acres**  
across 2 campuses

Lower School enrollment: 449

Middle School enrollment: 220

Upper School enrollment: 371

Zip codes represented: 65

Faculty of color: 12

Average class size: 15

Students receiving aid: 40% (includes flexible tuition, Scholar awards, & faculty awards)

Endowment: \$45,985,325 (as of 6/30/24)

Annual operating budget: \$36,724,100

Clubs and organizations: 40

Athletic participation: 80%

Hours of community service: 150





## Overview

**The Seven Hills School**, an independent, coeducational private school located in Cincinnati, Ohio, serves students from preschool through 12th grade. Well known for its rigorous academic curriculum, commitment to personal and social-emotional development, and nurturing of creativity, critical thinking, and global awareness, the school was founded in 1906. Seven Hills currently sits on two beautiful campuses: Hillsdale, which houses students preK-12 and, the Doherty, which serves students from preK to 5th grade. Over the course of the next three years, the school will be unifying its campuses and lower school program, building a new lower school on the Hillsdale campus.

Seven Hills offers a strong college-preparatory curriculum, with an emphasis on academic excellence and inquiry-based learning. The school provides a wide range of Advanced Placement (AP) and honors courses, along with specialized programs in STEM, humanities, and the arts. Students are encouraged to develop independent thinking and problem-solving skills through active engagement with the material. In addition to academic achievement, Seven Hills places a strong emphasis on the social, emotional, and ethical development of its students. The school fosters a supportive environment where students build confidence, empathy, and leadership skills through advisory programs, community engagement, and character education. The school emphasizes inclusivity and cultural competency, seeking to build a community where students from diverse backgrounds feel respected and valued. The school promotes global awareness and understanding through its curriculum and programs.

Seven Hills offers a wide array of extracurricular activities, including competitive athletics, fine arts, drama, and robotics. Clubs, student organizations, and leadership programs provide additional opportunities for students to explore their interests and develop a sense of responsibility and teamwork.

Seven Hills seeks an Assistant Head of School starting July 1, 2025, whose role will focus on the student, family, faculty and alumni experience. The Assistant Head will report to Head of School Matt Bolton and will work collaboratively with other members of the senior leadership team. Working across grade levels in the context of the upcoming unification of the school's two lower schools and two campuses, the Assistant Head will coordinate efforts to fuse the best practices and traditions of these distinct faculties and divisions into a unified culture and program.





## Opportunities and Challenges

Responsibilities include the following:

- Develop and lead schoolwide projects and initiatives that further the school's mission, values, and culture.
- Design and refine systems, processes, and structures that will facilitate a more cohesive and consistent student experience in PK-12 curricular and co-curricular programs.
- Engage parents, alumni, faculty, and students in the unification process.
- Partner with the Division Heads and the Director of Enrollment Management to make the transitions across the divisions more deliberate and welcoming.
- Liaison with the Parent Community Board, Parent Athletic Advisory Board, and other parent organizations to build school spirit, respond to family needs and interests, and advance schoolwide goals and programs.
- Work with the Development Office to cultivate a more robust alumni program.
- Partner with the Director of Communications, Director of Development, and other lead administrators to more fully convey the value of a Seven Hills education and to engage families and alumni in the Seven Hills experience.



## Qualifications and Personal Attributes

- Prior experience as a school administrator, preferably in a senior leadership role.
- A record of success developing and leading projects and initiatives that involve multiple constituencies or areas of school.
- A demonstrated ability to implement strategic change.
- A team-oriented and collaborative mindset.
- A master's degree in educational administration or a related field is a plus.
- Experience in admissions and enrollment, advancement, or other externally-facing areas of school life is desirable.
- Proven skills as an excellent communicator and listener and as a visible member of a school community.



# Learn More

Click on the links below to learn more about The Seven Hills School.

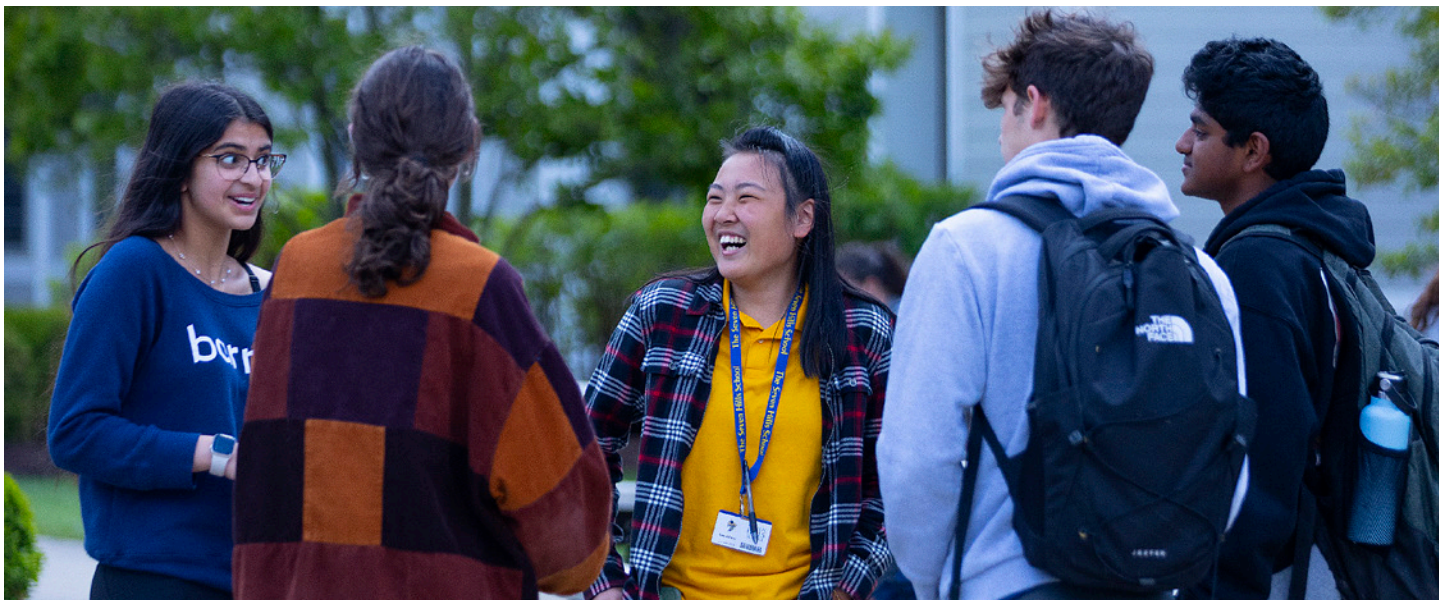
[School Website](#)

[School Profile](#)

[Why Seven Hills](#)

[About Cincinnati, Ohio](#)

[Signatures of Seven Hills](#)



## 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;
- 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:

**Rice Bryan**  
Consultant  
rbryan@carneysandoe.com

**Sabrina Zurkuhlen**  
Consultant  
sabrina.zurkuhlen@carneysandoe.com