

# MIDDLE SCHOOL HEAD SEARCH

## STONE RIDGE SCHOOL OF THE SACRED HEART

Bethesda, Maryland  
stoneridgeschool.org

Start Date: July 2025



Carney  
Sandoe  
& ASSOCIATES

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# Mission Statement

Stone Ridge School of the Sacred Heart inspires young women to lead and serve, through lives of purpose that integrate faith, intellect, community, social action, and personal growth in an atmosphere of wise freedom.

## Philosophy

The philosophy of Sacred Heart education is framed by the assumption that education is transformational because students and educators are engaged in learning for the purpose of coming to self-understanding as those loved by God. Such self-understanding is not possible without intentional formation in critical thinking. Committed to educating to a deep respect for intellectual values, Schools of the Sacred Heart develop curricular and student life programs based on educational research and on-going evaluation. The intention is to inspire students both with a life-time long love of learning and a sense of hope.

## At a Glance



Established  
1923



Middle School enrollment  
250



Total enrollment  
790



Students of color  
35%



Middle School faculty  
37



Total faculty  
118



Faculty with advanced degrees  
81%



Student/teacher ratio  
6:1



Annual operating budget  
\$37 million



Endowment  
\$38 million



Financial aid awarded  
\$4.7 million



Students receiving aid  
33%



## Overview

Stone Ridge School of the Sacred Heart, located on a beautiful 35-acre campus just outside of Washington, DC in Bethesda, Maryland, is seeking a Head of Middle School effective July 1, 2025. The Head of Middle School is responsible for the overall academic and spiritual leadership of the Middle School, which enrolls more than 250 girls in Grades 5-8.

A member of the international Network of Sacred Heart Schools, Stone Ridge is a Catholic, independent, college preparatory school for girls in Grades 1-12, with a coeducational Early Childhood Program, Pre-Kindergarten, and Kindergarten and an overall enrollment of 790 students. The Sacred Heart philosophy characterizes education as a transformational activity, with students and their teachers “engaged in learning for the purpose of coming to self-understanding as those loved by God.” Within those institutional and philosophical contexts, Stone Ridge views Middle School as a time of particular transition, a time of growth, curiosity, and development as girls begin to discover their interests and their potential to take on the world. The Middle School faculty and the programs they shape, which demonstrate a deep respect for intellectual values in their level of rigor and student engagement, strive to cultivate students’ enthusiasm at every turn, encouraging them to explore new ideas, experiences, and perspectives.

The Head of Middle School, who reports to the Head of School, plays a critical role as the educational leader of the division, in its day-to-day operations, and in the lives of its students as well as in ensuring congruence between the Middle School and the vibrant mission of Stone Ridge as a member of the Administrative, Management, and Academic Leadership Teams. The Head of Middle School is the chief articulator of that division’s programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed.

Stone Ridge, which celebrated its Centennial in the 2022-2023 school year, grounds its program in the Five Goals of Sacred Heart Education: A personal and active faith in God, a deep respect for intellectual values, a social awareness that impels to action, the building of community as a Christian value, and personal growth in an atmosphere of wise freedom. Drawing strength and purpose from a history that continues to animate the institution today and a determination to embrace curiosity, creativity, innovation, and evolving trends in education, the Middle School uniquely serves girls with a hands-on, inquiry-based curriculum as they navigate new landscapes of learning. The Head of Middle School position should be particularly attractive for an exceptional educational leader who recognizes the power of educating girls and young women in an environment shaped by the Catholic identity and Sacred Heart philosophy of Stone Ridge and is prepared to maintain and enhance the division’s vibrant and dynamic spirit.



## Qualifications and Personal Attributes

Working collaboratively with colleagues, the Head of Middle School observes and evaluates divisional faculty in the development and implementation of curriculum; makes recommendations to the Head of School regarding the hiring, retention, and assignment of faculty; and develops plans for meeting every learner's needs in conjunction with learning support teams. The Head of Middle School oversees and guides divisional activities, including co-curricular and extra-curricular programs; works closely with the Director of Enrollment Management and the Admissions Team to attract, admit, enroll, and retain students; and maintains regular communication with parents about the life of the division.

The strongest candidates will offer most or all of the following qualifications and qualities:

- Prior leadership experience in a Catholic school and/or deep knowledge of Catholicism, the Catholic community, the Archdiocese of Washington, and Sacred Heart education.
- Meaningful administrative and/or teaching experience at the middle school level.
- Demonstrated understanding of and commitment to animating the school's mission, including its values around diversity, equity, and inclusion.
- Demonstrated cultural competence and experience designing pedagogy and curriculum from a framework of cultural sensitivity and understanding.
- Knowledge of current research and best practices in all-girls' educational environments.



- A commitment to understanding and ongoing learning around evolving trends in education, including research in neurodiversity, mental health, and artificial intelligence.
- Knowledge of and experience with the Understanding by Design framework as well as other experiential, inquiry-based, and design-thinking pedagogies.
- Demonstrated experience evaluating, supervising, and supporting a diverse faculty with an ability to coach and mentor faculty at all stages of their careers.
- Excellent writing, editing, and communication skills.
- Demonstrated ability to think strategically as part of a school's Administrative Team, particularly around the advancement of curriculum initiatives in alignment with broader institutional goals.
- A growth mindset and commitment to ongoing professional development, one's own and that of others.
- A spirit of creativity, collaboration, and enthusiasm for this important work.
- Strong organizational, analytical, and project-management abilities.
- Excellent interpersonal skills, including the ability to interact with various stakeholders.
- An advanced degree in a related field.
- Experience in an all-girls' school is preferred, though not required.

# Learn More

Click on the links below to learn more about Stone Ridge.

[School Website](#)

[School Profile](#)

[School Philosophy](#)

[About Bethesda, Maryland](#)

[Strategic Plan](#)

## To Apply

Stone Ridge is partnering with Carney, Sandoe & Associates in the search for Head of Middle School. Candidates are invited to contact the CS&A consultants, below, in confidence, and to direct all inquiries and materials to them. Please do not contact the school directly.

Interested and qualified candidates are asked to submit the following materials as **separate PDF documents**:

- A cover letter expressing their interest in and preparation for this particular position. The cover letter should explain how the candidates' background and experiences have prepared them for this opportunity, aligning experiences and skills with Stone Ridge's mission and aspirations for the Head of Middle School position.
- A current resume.

As the process moves forward, selected candidates may be asked to submit:

- Writing samples specific to this search.
- A list of five professional references with name, relationship, phone number, and email address (references will not be contacted without the candidate's permission).

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*The full-time equivalent salary range for this position is \$125,000-\$155,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise. Stone Ridge offers competitive benefits, including health, dental, and vision insurances; generous vacation, holiday, and sick time; 403(b) contribution; long and short-term disability; and life insurance.*