



*Lakehill Preparatory School guides motivated students to learn with curiosity, lead with confidence, and serve with compassion. Our challenging and nurturing educational community inspires students to become collaborative problem-solvers who live with integrity.*

**Lakehill Preparatory School**  
**2720 Hillside Dr.**  
**Dallas, Texas 75214**

### **Position: Upper School Division Head**

The Upper School Division Head is a collaborative and organized leader who is responsible for the overall program including curriculum, instruction and extracurriculars involving students, faculty and parents. Reporting to the Head of School and serving on the Administrative Team, the Upper School Division Head is an instructional leader with a background in and deep understanding of high school-aged children. They recruit new teachers and directly supervise and evaluate all Upper School teachers, providing professional development and support. To ensure a cohesive 9-12 program, the Upper School Division Head actively collaborates with the Lower and Middle School Division Heads to manage the school-wide curriculum, build the school calendar and schedule and otherwise administer the school's mission. Specific expectations are to:

### **Upper School Opportunities**

- Maintain congruence between the School's Mission and all activities of the Upper School
- Serve as the educational leader of the Upper School and be responsible for its day-to-day operation
- Serve as the primary articulator of the Upper School programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed
- Be a visible presence for students, teachers and parents and regularly available for consultation
- Be aware of the educational, physical, social, and emotional needs of the school community, and continually refine the program to meet those needs
- Foster a growth mindset among all community members
- Collaborate with the Director of Admissions on assessment of prospective students
- Keep the Head of School informed of the general programs, activities, and concerns of the Upper School
- Attend major events including, Open House, Graduation, admission events, special faculty gatherings, and the Administrative Team retreat (summer meeting)
- Establish general expectations and individual faculty goals and then evaluate teacher adherence to those expectations and progress on those goals



*Lakehill Preparatory School guides motivated students to learn with curiosity, lead with confidence, and serve with compassion.*

*Our challenging and nurturing educational community inspires students to become collaborative problem-solvers who live with integrity.*

- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures
- Regularly observe classroom teacher and other teacher responsibilities and provide constructive and ongoing feedback
- Collaborate with the Director of Technology and Innovation in promoting effective use of technology and innovative teaching practices
- Conduct regular meetings with faculty that will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern

## **Qualifications**

- Undergraduate degree (Masters Degree preferred)
- Ability to work collaboratively as a member of a team
- Effective and grammatically correct communication skills (written and verbal)
- Ability to talk, hear, operate a computer, handheld learning devices and other office equipment and school technology, reach with hands and arms, and occasionally lift and/or move up to 10 pound