

Position Statement
Head of Upper School Search
Castilleja School

Palo Alto, California

Start Date: July 1, 2024

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THE OPPORTUNITY

Founded in 1907 and now serving 424 students in grade 6-12, Castilleja School has long been respected as one of the nation's premiere girls' schools. Inspired by its history, traditions, and motto, *Women Learning, Women Leading*, Castilleja challenges and prepares young women to live lives of purpose and impact. The School now seeks a new Head of Upper School for July 2024 who can balance inspiration, challenge, and support for students, faculty, and families and can build on the myriad opportunities that exist for students to excel.



THE PROGRAM

The Upper School embodies a commitment to academic excellence, empowering young women to thrive in a challenging and supportive environment. Casti, as many refer to it, is a vibrant community of learners. The faculty, composed of experienced educators and specialists in their fields, guide students through a comprehensive and innovative curriculum that encourages intellectual curiosity and passion for life-long learning. Close relationships between teachers and students foster a close-knit community where students receive personalized attention and support. Castilleja provides both a classical education and authentic and meaningful opportunities for students to develop and pursue passions in and out of the classroom.

One of Castilleja's distinctive features is its emphasis on leadership development. The Upper School is designed to empower young women to become confident leaders who can effect positive change in their communities and beyond. Through various leadership programs, co-curricular activities, and mentorship opportunities, students are encouraged to explore their potential, take

initiative, and develop skills necessary for success in a rapidly changing world.

Castilleja's Upper School program is rich with opportunities for learning in the traditional academic areas of study as well as those areas that are equally important as students move beyond the classroom. Interdisciplinary themes—Design and Innovation, Environmental Sustainability, Social Justice, Emerging Technologies, Global Systems, Truth and Beauty, and Women in the World—offer a real-world context within which students can apply their thinking and learning. With inclusion and wellness guiding the student experience, girls come to understand how to support themselves and each other as they explore deep ideas and build confidence, compassion, and capacity. There are many unique and special programs, including:

Competencies: Castilleja endeavors to measure how students learn as well as what they learn. In addition to overarching Core Competencies—Initiative, Agility, and Purpose—Learning and Leading Competencies and Antiracism Competencies are essential outcomes that are central to a Castilleja education.

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Advanced Topics: AT courses, the most rigorous courses available in each academic discipline, are designed by Castilleja faculty and grounded in research into how adolescent girls learn best, what college faculty expect entering students to know, and what skills are essential for success in upper-level college courses.

Ace Center: ACE (Awareness, Compassion, and Engagement) programing is pervasive throughout Castilleja's learning and leading experience. ACE Orgs are student-led and student-driven social impact teams, providing a framework to cultivate awareness, build empathy, develop skills, and have real-world impact on social and environmental issues.

Bourn Idea Lab: Castilleja's maker space is enjoyed by all students throughout their time at the School. The Upper School's prize-winning Robotics Team includes almost 1/3 of the student body!

Athletics are an essential part of the Castilleja experience. With 11 sports across three seasons, Gator athletics help students build a sense of

community around teamwork, skills, and self-confidence that young women need for a lifetime of effective leadership. Castilleja's teams encourage participation and skill-building and are competitive with peer schools in the area. Every year Gator athletes head off to play their chosen sport at the collegiate level.

Castilleja School values diversity and strives to create an inclusive and supportive community. The Upper School fosters an environment where students from different backgrounds can be their full selves, share their perspectives, and learn from one another. The School's commitment to diversity is not only reflected in its student body but also in its curriculum, ensuring that students graduate with a global perspective and a deep appreciation of different cultures. Castilleja has deepened its commitment to becoming a more just and equitable community by creating a thoughtful framework for Teaching and Learning Antiracism aimed at creating change on campus and change agents out in the world.

To learn more about Castilleja School's rich academic and co-curricular programs, please visit the [website](#).



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THE CAMPUS LOCATION

Located in Palo Alto, California, in the heart of Silicon Valley, Castilleja has existed on the same picturesque campus since its founding. The School's facilities include classrooms and science laboratories, a library and dedicated maker space, art studios and spaces for both individual and collaborative learning. The Joan K. Lonergan Fitness and Athletic Center houses two gyms and fitness facilities and there is an outdoor pool for water polo and swimming and field for softball and soccer. A full campus renovation is planned for the next few years that will completely remake Castilleja, with new teaching and learning spaces that will allow enrollment to grow to 540 students and will inspire new programs in keeping with the mission. The new campus will continue to exist around The Circle, which serves as a cultural touchstone for all in the school community. Both the geographic and metaphorical center of the campus, The Circle is a place for informal gatherings of students and faculty as well as the home to important Castilleja traditions, including graduation.

THE SUCCESSFUL CANDIDATE

The successful candidate for the Head of Upper School at Castilleja has the opportunity to shape and lead the education of girls and young women in a nationally recognized school and will embody and demonstrate the following skills, qualities, and leadership capabilities:

- A community builder who engenders trust and confidence in all constituencies—students, faculty and staff, fellow administrators, and parents—and bolsters the spirit of joy and connection among all
- An experienced and intellectually curious leader who can build consensus and lead collaborative implementation of effective curricular development; impactful assessment strategies; and innovative, research-based pedagogies and projects
- An inspiring communicator who can capture and characterize the excitement and responsibility of shepherding the Castilleja program—in print and in person—and articulate the school's goals and aspirations effectively, generating good will in conversations across differences
- A leader committed to supporting a diverse student body, working toward equity, and ensuring that every student feels a sense of belonging and agency and can thrive in a program characterized by rigor and depth
- A commitment to the totality of developing the well-being of the “whole” student: intellect, social-emotional health, physical and athletic development, artistic and creative growth through thoughtful programming
- A skilled recruiter of talented faculty and staff, committed to thorough onboarding, ongoing support and professional feedback, and salient and motivating professional development

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- A strategic thinker who can manage and prioritize competing initiatives and can implement the pace of change with intentionality, acumen, and care
- A systems thinker who clarifies and communicates roles and responsibilities and decision-making authority for an experienced, capable high school faculty
- An Upper School leader who works equally well with Middle School leaders and colleagues and contributes significantly to the rebuilding of the overall administrative structures at the school
- An advocate for the school-home partnership and the ability to build positive, generative relationships with parents and guardians of Castilleja students
- A knowledgeable and articulate leader who can support students to find new and exciting pathways to develop their leadership capacity, the heart of the Castilleja mission
- A leader who leads with integrity, deep intellect, kindness, enthusiasm, generosity, warmth, humility, and a commitment to listening and learning from the entire community



TO APPLY

Becoming Castilleja's next Head of Upper School is an extraordinary opportunity for an accomplished educator who is interested in leading a high-performing upper school for girls and young women. Everything is in place: a vibrant mission and clear core competencies, talented and creative students, capable and dedicated faculty, administrative support and the resources needed to further the work of the school. It's time to consider Castilleja!

Salary and benefits for the position are competitive in the San Francisco Bay Area with a salary range of \$175K-210K.

Applications for this opportunity must be submitted to the RG175 portal before March 1, 2024, for consideration.

Apply here: <https://rg175.com/candidate/signup>

Your application will require a:

- Cover letter
- Current resume
- A writing sample (or two)
- Five references

Please direct any questions or communication to the consultants for this search.

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We look forward to speaking with you!