

A group of approximately 12 students and two adults are standing in a line on a paved walkway. The walkway is flanked by large, mature trees with dense green foliage and clusters of pink blossoms. The scene is brightly lit, suggesting a sunny day. The students are dressed in a mix of casual and school-appropriate attire. The two adults, a woman and a man, are positioned towards the left side of the group.

# Oakwood School

## Middle School Head and Principal

### **POSITION STATEMENT**

Morgan Hill, California  
Start Date: July 1, 2024





# Middle School Head and Principal

## POSITION STATEMENT

## Overview

Oakwood School in Morgan Hill, California, is seeking an exemplary Middle School Head and Principal to oversee grades 6-8, ensuring alignment with the school's mission while cultivating a culture of respect, service, honesty, kindness, citizenship, and dignity. Previously, the middle grades program has been overseen by either the Upper School Head and Principal or the Lower School Head and Principal. As the school continues to grow, it is now time for a middle-years expert to join the leadership team and oversee the robust program for this transformative age group.

Anchored by a "Culture of Kindness," Oakwood School is a top-rated independent school in the San Francisco Bay Area. Located in the beautiful Silicon Valley suburb of Morgan Hill, students in preschool through 12th grade grow as disciplined, joyful learners, fully prepared for college life and beyond. Oakwood is Morgan Hill's independent, non-sectarian, college-preparatory school for approximately 650 students across all divisions. The diverse community, thriving on an expansive campus, provides a home for an extended family of learners.



Reporting directly to an experienced, long-serving Head of School, this role encompasses educational leadership, operational guidance, and fostering academic excellence within the middle school. Advisory and social-emotional wellness are also important focus areas. The Middle School Head and Principal will lead instructional staff, maintain program and curriculum congruency, and engage with students and parents to encourage a supportive community.

This pivotal role entails collaborating across divisions, ensuring seamless transitions to and from middle school, and coordinating various activities to enrich student experiences and promote a well-rounded education. The Middle School Head and Principal will uphold and enhance the unique traditions and values that define Oakwood's middle school experience while aligning with the broader strategic goals of the school.



## Mission

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Oakwood School is Morgan Hill's **welcoming home for an extended family of learners** with an unwavering commitment *to a more intentional education*.

Our school lives this commitment by

**ensuring that all students learn every subject from passionate experts** so that they receive far more than textbook coverage and are inspired to delve deeper by the enthusiasm and leadership of educators teaching what they love and only what they love;

**creating a disciplined and jubilant culture of confident self-expression** most visibly in the performing arts, but infused into every aspect of learning at Oakwood so students develop into their best, most authentic selves;

**upholding high academic expectations** to inspire the kind of intellectual stamina that leads students to think critically and creatively and engage actively with their studies;

**sustaining strong moral examples** because the core values of this school family— including respect, service, honesty, kindness, citizenship, and dignity— never go out of style;

**leading children through a proven, flexible curriculum that inspires unbridled exploration** by encouraging students to try their talents and explore their limits within a culture of kindness fostered by expert, caring teachers and staff members.

Through this *more intentional* education, Oakwood students grow as expressive, thoughtful, high-achieving, self-aware, considerate young people prepared for their top-choice colleges and meaningful lives as contributing, conscientious community members.

## The Middle School Program



Oakwood Middle School Curriculum: [www.oakwoodway.org/ms-curriculum](http://www.oakwoodway.org/ms-curriculum)

Oakwood Middle School Course Catalog: [www.oakwoodway.org/ms-course-catalog](http://www.oakwoodway.org/ms-course-catalog)

The middle school years at Oakwood are focused on developing the full potential of each student in preparation for high school. Middle school students are recognized for their unique gifts and talents in an atmosphere of mutual respect. A dynamic curriculum, the support of nurturing teachers, and a warm spirit of friendship result in happy, self-confident, well-prepared people who are ready for the world of high school and beyond.

As students learn from experts in their fields, express themselves joyously and authentically, rise to clear academic expectations, follow and set moral examples, and participate in an exuberant culture of exploration, Oakwood School helps them grow into well-spoken, confident, vibrant individuals and citizens.

A true hallmark of the middle school academic program is the rotating electives, which offer developing learners the opportunity to select their path of study and focus on areas of passion. Through electives, students delve deeper into specific subjects and also interact with peers in other middle school grades. Top-level teachers create unique learning experiences for students based on their unique areas of expertise.

Beyond academics, Oakwood offers middle school students intentional learning opportunities through a comprehensive athletics program—with a dedicated Assistant Athletic Director for the middle school division. In addition, middle school students at Oakwood enjoy a robust slate of performing and visual arts electives, student leadership opportunities, and immersive week-long grade-level trips.



## Responsibilities

The Middle School Head and Principal reports to the Head of School. The Head and Principal is charged with the comprehensive responsibility for all activities involving students and faculty in grades 6 through 8. Their specific responsibilities include the following:

**Align Mission and Activities:** Ensure the middle school's activities align with the school's mission, fostering a culture rooted in kindness, respect, and dignity.

**Vision:** Develop a cohesive, forward-thinking vision to enhance excellence in middle school education, advocating for the middle school while collaborating effectively with other school divisions.

**Curriculum Alignment:** Ensure curricular alignment between school divisions, overseeing all aspects of middle school operations and activities.

**Educational Leadership:** Oversee day-to-day operations, serve as the educational leader, and effectively communicate middle school programs and expectations to all stakeholders.

**Athletics Oversight:** Support the Athletic Director and Middle School Assistant Athletic Director to ensure the coordination and success of athletic programs, promoting student involvement, teamwork, and sportsmanship.

**Development:** Partner with the Development Department to collaborate on student-led and parent-centered fundraising and community engagement events and initiatives.

**Administrative Management:** Manage budget allocation, maintain academic records, and oversee grading standards.



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## POSITION STATEMENT

### *Responsibilities, continued*

**Coordination of Activities:** Coordinate various middle school activities such as field trips, student clubs, and after-school programs, enriching student experiences and fostering holistic development.

**Strategic Collaboration and Advocacy Leadership:**

Act as a strategic and visionary thought leader and collaborative partner for the Head of School and Administrative Team, offering valuable insights and ideas to drive the school's strategic direction and growth while advocating for the specific needs and aspirations of the middle school.

**Student and Community Engagement:** Be a visible and supportive presence throughout the school, engaging regularly with students and parents, supporting their needs and the overall community. Collaborate with the Parent Service Auxiliary Board to foster parent-community cohesion.

**Academic Oversight:** Review and evaluate academic programs, ensuring high standards of learning.

**Faculty Management and Development:** Direct, observe, mentor, and evaluate faculty, supporting their growth and adherence to school policies.

**Problem Solving and Collaboration:** Address issues as they arise, and keep the Head of School informed of school needs and challenges.

**Admission Events and Committee:** Represent the middle school program through a series of dynamic events for prospective students and families; participate in Admissions and Scholarship Committees to evaluate and select new students.

**Student Support and Success:** Develop plans to support student success in collaboration with the Student Support Counselor.

**Testing Facilitation:** Facilitate standardized testing, ensuring smooth testing processes for students and faculty.

**Coordination and Event Management:** Maintain a comprehensive school event calendar, oversee co-curricular and extra-curricular activities, and organize school assemblies and programs.

**Prioritize Dignity:** Nurture diversity, equity, inclusion, and dignity within an educational context and throughout the Oakwood community, fostering an atmosphere that cherishes and honors diverse perspectives and backgrounds.





## Opportunities and Challenges

The Middle School Head and Principal at Oakwood School should be prepared to collaborate with a visionary and dedicated Head of School and school leadership team to fulfill the school's mission, uphold the community's core values, and lead Oakwood's middle grades confidently into the future. This involves embracing current challenges and seizing new opportunities.

These challenges and opportunities include, but are not limited to:



### Setting the tone for the Middle School

As an inaugural Middle School Head and Principal, the leader will have the opportunity to work with others on the team to carve out a true, age-appropriate middle school community that aligns with the culture and ethos of Oakwood School. The Middle School Head and Principal will understand the joy of working with learners in grades 6-8 and will promote initiatives that make this division special.

### Expanding Student Choice

The middle school electives catalog is special at Oakwood. It offers students the opportunity to delve deeper into personal passion areas and allows students across grades 6-8 the opportunity to work with one another. As a middle grades expert, the Middle School Head and Principal will guide the academic electives program and develop additional, age-appropriate clubs and social opportunities for students to build learning and experience beyond the classroom.



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### *Opportunities and Challenges, continued*

#### **Championing Middle School Teachers**

Oakwood School was built on the principle that passionate experts teach each subject. This tone is set in the elementary school and carries through middle school—as evident in the wide-ranging, rotating enrichment and electives programs. Middle school teachers are experts in their subjects and also in meeting middle-grade learners where they are in their development. The Middle School Head and Principal will be a model educator for the division, a strong supporter of the faculty, and will set clear, transparent expectations for the division.



#### **Synthesizing Scope and Sequence**

Over recent years, the middle grades have been overseen by Upper School leadership and, currently, Lower School leadership. The Middle School Head and Principal, in partnership with the Head of School and other division leaders, will consider the full scope of the Oakwood program to ensure that transitions are smooth and academic choices consistent with best practices for each division.



#### **Partnering with Parents**

Oakwood is a community where parents are highly involved, and the Middle School Head and Principal will recognize the significance of this partnership. They will actively develop opportunities for the school to be an educational resource for parents, ensure that their collaborative efforts extend beyond student development, and will foster an environment where parents are engaged and informed. Families choose Oakwood for many reasons, but chief among them are the culture of kindness imbued in the community and the emphasis on dignity that is taught and extended to each student. The Middle School Head and Principal will set and hold clear expectations for students and will partner with parents in this work.





## Leadership Attributes & Qualities



The successful candidate for the position of Middle School Head and Principal at Oakwood School should be a mission and values-driven leader, embodying and demonstrating most, if not all, of the following leadership attributes and qualities:

**Collaborative Leadership:** Proven track record of successful collaboration in educational leadership, emphasizing teamwork and shared goals to drive positive outcomes.

**Communication Skills:** Exceptional written and oral communication skills, complemented by excellent organizational and presentation abilities to effectively convey educational objectives.

**Instructional Expertise:** Dynamic instructional leader well-versed in addressing the developmental and curricular needs specific to grades 6-8, ensuring optimal student growth and academic advancement.

**Exemplary Leadership Qualities:** Outstanding leadership skills that inspire and guide, fostering a positive and innovative educational environment.

**Strategic Thinking and Empathy:** Strategic thinker with empathetic problem-solving abilities, adept at envisioning long-term educational strategies while understanding and addressing immediate needs.

**Technological Proficiency:** Proficiency in technology, showcasing an ability to leverage technological advancements to enhance educational practices and administrative efficiency.

**Relationship Skills:** Demonstrate ability to read and react to interpersonal dynamics with ease.

### Qualities:

- Present and Visible
- Inspiring and Insightful
- Consistent
- Confident
- All-In and Hands-on
- Forward-Thinking
- Accessible
- Humble and Relatable

## Application Process

Commensurate with education and experience, the full-time salary range for this position is \$120,000-\$135,000.

Apply online at: <https://rg175.com/candidate/signup>

### The application includes:

- Letter of Interest that addresses: Why Oakwood School and why now?
- Resume
- Personal Statement/Education Philosophy
- List of five references with contact information (References will not be contacted without prior notice.)



**While the application deadline for this search is flexible, we anticipate that the search will move quickly. You are encouraged to submit materials promptly, if interested.**

If you have any questions about the search, please contact the consultant from Resource Group 175 who is supporting the search:

**Adam Peichert**

[adam.peichert@rg175.com](mailto:adam.peichert@rg175.com)

Thank you for your interest in Oakwood School. We look forward to hearing more about your interest in this rare opportunity for an outstanding educator.

*Oakwood School maintains a strict policy of nondiscrimination in regard to employment. All aspects of employment at Oakwood are governed on the basis of competence, merit, and qualifications, and will not be influenced in any manner by race, color, religion, sex, age, national origin, ancestry, veteran's status, disability, or any other classes referred in applicable state and federal laws.*