



COMING SOON

Assistant Head of School for Academics

New leadership position at Phillips Brooks School

Starting July 1, 2022, or earlier by mutual agreement

LOCATION

Menlo Park, CA

GRADES SERVED

Preschool - Grade 5

REPORTS TO

Head of School

Early Expressions of Interest

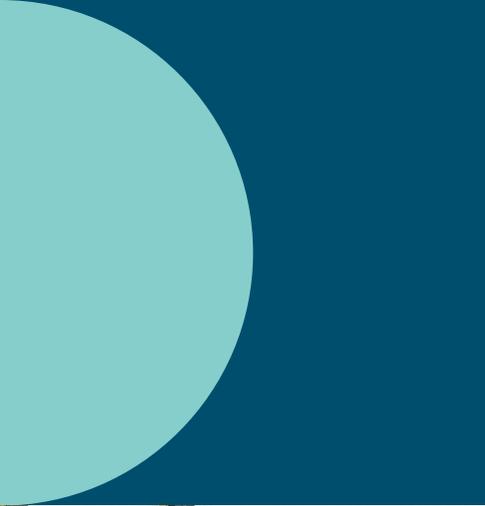
Educational leaders are encouraged to express their interest in this role from May 11 through June 11 by sending a résumé to jobs@12MRecruiting.com. Nominations are welcomed and encouraged. Qualified prospective candidates will have an opportunity for an exploratory conversation prior to the summer break. A full opportunity statement with application instructions and a complete search timeline will be posted to 12MRecruiting.com/jobs in mid-August. The application period will run from September 1 through 24. PBS provides equal employment opportunities to all employees and applicants for employment, and PBS actively seeks expressions of interest and applications from persons of color.



Phillips Brooks School



12M RECRUITING



Exceptional Opportunity for a Leader in Education

Phillips Brooks School (PBS) is conducting a search for its most-senior academic and pedagogical leader. The school welcomes applications from accomplished educators who want to take PBS to greater heights of academic excellence and instructional practice.

This new role comes at an important inflection point for PBS and other independent schools. Since March 2020, teachers and learners have been required to use new learning models and modalities of instruction. PBS has been successful educating its students during the pandemic thanks to the inventor's mindset that is part of its academic culture: Drawing on faculty expertise, finding creative ways to deliver the curriculum, and developing strategies to support an on-campus program and a distance learning program. The 2021-2022 school year requires further creativity as schools educate students in the next phase of COVID. PBS remains on a strong footing to realize its dual goal of offering a premier academic program and intentionally teaching essential social-emotional skills required for student resilience and learning independence.

PBS views this time in its history as a transformative opportunity. The school is poised to leverage its strengths and build an ambitious and aspirational future. As a top-notch elementary school, PBS wants to be an educational model that other schools look to for inspiration. The PBS community looks forward to welcoming its new senior leader to achieve this exciting future: assistant head of school for academics (AHoS). Reporting to the head of school, the AHoS will lead the academic program; oversee school-wide instructional practices; recruit, evaluate, and retain a talented faculty; drive academic strategy; and be the leadership thought-partner that puts PBS's academic program into the center of overall institutional strategy. This position will be an essential member of the administrative team, oversee daily academic operations, and lead the faculty. PBS is excited to onboard this new position on July 1, 2022, or earlier by mutual agreement.



Could This Opportunity Be Right for You?

What PBS Seeks Most

- Expertise with academics, pedagogy, and student learning outcomes: the brilliance areas for our candidates
- Exceptional management skills that help to build ownership and coalesce the team around key initiatives
- Rigorous work ethic balanced with a warm spirit
- Data-driven decision-making and change leadership that seek consensus and demonstrate decisiveness
- Commitment to identifying areas of improvement for the academic program, not settling into business as usual

Areas of Responsibility

- Design and build the academic program of the future
- Promote a culture of academic excellence and innovation
- Evaluate the student learning experience and academic outcomes
- Serve as an institutional leader and respected thought partner

Leading an Academic and Pedagogical Team

PBS has a robust framework in place that supports and drives academic excellence. This new role is a unique opportunity for the AHoS to shape and evolve a continued roadmap for success, which includes promoting and hiring key leaders to the school's academic and pedagogical team. In addition, PBS is making an intentional shift from effective pandemic response to strategic planning for the future, which brings with it opportunities for the AHoS to reframe, strengthen, and resource key areas that will take the school to greater heights of academic excellence.

Additional Insights

PBS is an exceptional and highly respected independent elementary school located in the heart of Silicon Valley. Dr. Scott Erickson has been head of school since 2011. Under his stewardship the school has demonstrated tremendous growth across the board: academics, faculty hiring and development, diversity and inclusion, middle school placement, expanded student programming, admission, financial health, and philanthropy. Scott is excited to appoint an experienced and dynamic academic leader to join a collaborative and high-performing administrative team. The AHoS role is an opportunity to lead PBS in its next phase of academic improvement and growth, as well as to be mentored by a nationally engaged head of school. We invite you to [watch a brief video](#) from Scott, who offers his perspectives about this new role and how you would be an integral part of leading transformational change at PBS.





Diversity, Equity, Inclusion, and Justice

Statement on Diversity

PBS is committed to creating and sustaining a diverse, inclusive, equitable, and just community that is safe and welcoming for all. The school also strives to build and support an environment in which each child can become a confident, respectful, and compassionate individual by accepting and valuing the uniqueness of self and others.

PBS respects, affirms, and protects the dignity and worth of each member of the community. The school values the representation and full engagement of individuals within its community whose differences include, but are not limited to, age, ethnicity, family makeup, gender identity and expression, learning ability, physical ability, race, religion, sexual orientation, socioeconomic status, or any characteristics that contribute to each individual's full identity.

A diverse student population enhances the educational experience for all of the children at PBS. When learning with a diverse group of peers, PBS's students become deeper thinkers, better learners, and compassionate citizens who are able to thrive in a multicultural, global community.

From Diversity to Justice

The PBS community is passionate about diversity, equity, and inclusion. The school's vision and strategy are focused on channeling that passion by moving strategically from diversity to justice. The school's action plan is the result of several recommendations from a recently concluded study by a task force that included trustee, parent, faculty, and administrative input. The four pillars for the school's focused efforts are professional development and programs, financial aid, parent communities, and longterm sustainability. PBS is committed to building on many successes in creating a diverse and equitable community by deepening efforts in several key areas:

- Design a plan for ongoing training and professional development for all stakeholders, including how to continue building a community focused on justice, equity, and antiracism
- Create an increasingly diverse community with focused efforts on faculty and staff diversity through new recruitment strategies
- Analyze the curriculum to identify strengths and areas for growth and change, including how best to teach justice and antiracism
- Inventory and assess the curriculum from Preschool to 5th grade in order to ensure common language and consistent instruction of concepts related to diversity, equity, and inclusion
- Outline a clear process for creating affinity groups to support all stakeholders
- Determine staffing needs so that we can resource this program for success
- Develop tuition and financial aid models that ensure affordability and access for a greater number of families
- Create a dashboard to track meaningful metrics and ensure we have an ongoing strategy for success
- Establish a new, standing board-level committee to sustain PBS's commitment and strategic focus on diversity, equity, and inclusion



Educational Excellence in the Face of the Pandemic



Performance Metrics for 2020-2021

GOALS FOR THIS ACADEMIC YEAR

- Reopen campus
- Maintain a safe campus environment
- Keep campus open throughout the year
- Support on-campus instruction and a distance learning program

FACULTY AND STAFF COMMITMENT TO STUDENTS

- 0 departures during the school year
- Successful keeping the PBS Team together to support our students
- Unique outcome as compared to other schools

KEEPING COVID AWAY FROM CAMPUS AND PREVENTING SPREAD

- 5,203 total COVID tests reported for students, faculty, and staff
- 7 positive test results in that total
- 0% campus transmission
- 0 days quarantine since January 4

STEADY INCREASE IN ON-CAMPUS LEARNERS

- October 17: 73% on-campus, 27% distance learning
- January 11: 71% on-campus, 29% distance learning
- March 1: 77% on-campus, 23% distance learning
- March 24: 81% on-campus, 19% distance learning
- April 19: 87% on-campus, 13% distance learning

KEEPING CAMPUS OPEN FROM JANUARY 2021 ONWARD

- 82% on-campus instruction days offered out of total school days: No hybrid, off-campus rotation
- 14 days planned full-school distance learning to return to campus safely after three breaks
- 0 days required quarantine

Planning for 2021-2022

PRIORITIES FOR NEXT ACADEMIC YEAR

- Predictability
- Continuity of learning
- Academic focus: Priority of instruction
- Strong SEL
- Teacher-student relationships

FULL-DAY PROGRAM PRESCHOOL TO 5TH GRADE WITH STUDENTS ON-CAMPUS DAILY

- Planning to be fully on-campus
- Back-up: Blended learning if required by county or state restrictions

DISTANCE LEARNING PROGRAM FOR FAMILIES WHO NEED IT

- Structured differently from today depending on the number of students

HIGH SAFETY STANDARDS BASED ON EVOLVING SCIENCE, STATE GUIDANCE, COUNTY REQUIREMENTS

- Continuing to use a generally conservative approach balanced with practical policies

ON-CAMPUS AFTER-SCHOOL CARE

- Supports accessibility

ON-CAMPUS AFTER-SCHOOL ENRICHMENT PROGRAMS

- Supports intellectual engagement and student passions
- Safety measures in place, natural transition to the new school year from the summer program



At a Glance



Founded
1978

Location

Six-acre campus in a residential neighborhood of Menlo Park on the San Francisco Peninsula, approximately five minutes from Stanford University

Students

Over 300 students from preschool through grade 5
69% students of color

Faculty and Staff

67 full- and part-time employees, including almost 50 faculty

Admission and Retention

(three-year averages)

Retention rate of 93%

Admission yield of 70%

Matriculation

(three-year averages)

Nearly 90% of students admitted to one or more of their top-three choice schools

73% of students admitted to their first-choice school

Mission

The PBS community inspires students to love learning, to develop a spiritual nature, to communicate effectively, to be kind to others, and to respect the uniqueness of each person.

Core Values

- Community
- Courage
- Kindness
- Love of Learning

Tuition

Preschool: \$24,900

Pre-K: \$30,970

K through 5: \$37,535

Annual Fund Participation

(three-year averages)

94% of parents

100% of faculty and staff

100% of trustees

Financials

Operating budget of approximately \$12.2M

Endowment of approximately \$12.7M as of March 2021

Over 10% of the operating budget supported by the Annual Fund



Website

www.phillipsbrooks.org

