



marin  
country  
day  
school

## **ASSISTANT UPPER SCHOOL DIVISION HEAD**

**100% time, beginning July 1, 2021**

**Reports to Upper School Division Head**

Marin Country Day School seeks a gifted educator who is passionate about supporting the day-day-day operations of Upper School and its students, faculty and families within a rich and rigorous program. We seek an educator with a demonstrated background and or interest in cultural competency, curriculum development, technology integration and environmental sustainability. Also, we seek an educator with the belief in teaching with the interests of the whole child in mind. Our approach and philosophy center around collaboration, thoughtful innovation, team building and leveraging diverse and multiple perspectives. This staff will need to be prepared to work both on campus and remotely, depending on county and state directives.

### **About Marin Country Day School**

MCDS School is an independent, K-8, co-educational day school enrolling approximately 590 students from across the Bay area, drawing equally from San Francisco and Marin.

Our mission at MCDS is to create an inclusive community of learning that inspires curiosity, empathy, and action.

We actively seek diversity in our administration, faculty and student body. As a school, we affirm that human diversity includes, but is not limited to: age, family structure, gender, gender identity and expression, race, ethnicity, national origin, religion, sexual orientation, socioeconomic class, physical ability, and learning style. As our Statement of Community and Inclusion indicates, "Ours is a Community that would be uncomfortable without diversity and, therefore, has been intentional about creating and nurturing a diverse group of adults and children who share the core values of respect, responsibility and compassion."

At MCDS, every employee is integral in creating a learning community in which all seek to improve as practitioners, learners and team members, and we support our outstanding faculty and professional staff through our strong professional development program.

### **Responsibilities**

- Assist the Upper School Division Head with the daily running of the division
- Assist the Upper School Division Head in observing, evaluating, and mentoring faculty
- Serve as the administrator in charge of the Upper School in the event of the Upper School Division Head's absence
- Participate in the admissions process by attending open houses, events and tours, screenings, and supports the selection process
- Assist in addressing issues of discipline and student behavioral problems, in consultation with teachers, Deans, the Upper School counselor, learning specialist and Upper School Division Head as needed
- Work with teachers to facilitate various program initiatives

- Provide logistic oversight for daily school organizational functions, including (but not limited to): schedules, calendars and general events, duties, student activities and programs, professional development
- Perform other related duties and special projects as assigned for the purpose of ensuring the efficient and effective functioning of the division
- Serve as an advisor to students

### **Requirements**

- Bachelor's Degree, Masters and/or credential preferred
- Relevant teaching experience
- Commitment to professional growth, reflective practice, and growth mindset
- Strong ability to work collaboratively

### **Opportunities**

- Robust professional development program
- Faculty and Staff of Color Affinity Group called Fusion
- Active SEED (Seeking Educational Equity and Diversity) group
- Ability to design innovative curriculum in collaboration with colleagues
- Strong and supportive professional community with a growth mindset

MCDS is an equal opportunity employer and promotes the principles and practices of diversity throughout the school community. Compensation is competitive.

**To apply, please send cover letter, resume and statement of philosophy to [employment@mcds.org](mailto:employment@mcds.org).**