



**Episcopal Collegiate School in Little Rock, Arkansas** is searching for a new **Head of Upper School**. The school has retained **Big Back Pack LLC** to execute a national search for its next Head of Upper School. **For more information, contact Steve Mandell at [steve@bigbackpack.org](mailto:steve@bigbackpack.org).**

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### **The Position: Head of Upper School**

Founded in 1996, Episcopal Collegiate School is a PK-3-12 independent, college preparatory, co-ed day school of 775 students located in Little Rock, Arkansas. Rooted in the Episcopal tradition and affirming of all faiths, the School strives to develop in its students respect for all persons, reverence of God, and a sense of moral responsibility. Supported by a strong financial foundation, the School has experienced exceptional growth in all phases of school life and school operations. This is an extraordinary opportunity to lead an exceptional school with deep ties to its community and an unwavering commitment to the well-being of its students.

The new Head of Upper School will be responsible for the continued academic, programmatic, administrative, and cultural health of the division. In addition to overseeing daily operations of the Upper School, this individual will provide the strategic vision and leadership necessary to create and sustain a supportive and challenging environment that values both tradition and innovation. The Head of Upper School will be a key member of the senior administrative team, which is comprised of the Middle and Lower School Division Heads, the Director of Finance and Operations, Assistant Head of Strategic Initiatives, the Director of Admission, the Director of Marketing, the Director of Development, the Director of Student Support Services, the Academic Dean, the Director of Technology, the Chaplain, and the Athletics Director. Currently, the Upper School has a -member administrative team that includes a Dean of Students and department head structure that works closely with the Head of Upper School.

Specific responsibilities include:

- Enhancing and developing curriculum and programs in consultation with the Head of School, the Academic Dean, department chairs, and other key administrators.

- Sustaining and relishing the visible sense of commitment to mission and enthusiasm for the special culture of the School. Model the School's motto of Respect, Reverence and Responsibility.
- Helping nurture and authentically lead the School's commitment to its Episcopal heritage and the call create a more diverse and inclusive community for all of its students, families, faculty, and staff.
- Cultivating and sustaining a strong sense of community in which both students and faculty have a strong sense of belonging and are respected, challenged, and supported.
- Recruiting, hiring, retaining, mentoring, and supporting outstanding faculty members
- Collaborating with the Heads of Lower and Middle School and other senior administrators.
- Actively engaging in the daily life of the school by being present in classrooms and attending afterschool activities and events.
- Maintaining open and ongoing communication with parents with regard to curriculum, programs, school events, and individual student issues.

#### Qualifications and Experience

- A leader who inspires and empowers others, thereby creating in them a sense of ownership and dedication to a cause. A person whose honesty, integrity, and reputation are beyond reproach.
- One whose leadership style is based on transparency, trust, honest communication, and a genuine desire for collaboration. One who genuinely values the contributions of others.
- A service-oriented person who engenders support among colleagues, staff, and the community by virtue of his or her knowledge, experience, and commitment to the success of the school and its students. A thought leader who is intellectually curious and inclined toward innovation while still exhibiting a respect for tradition and an existing culture.
- At least ten years of experience as a teacher and administrator in independent schools, with an emphasis on work at the Upper School level in institutions committed to academic excellence.
- A track record of working collaboratively with department heads, faculty, and staff to evaluate and refine educational policy, curriculum, and programs consistent with the mission of a school.
- Background that includes developing and implementing systems and processes; creating schedules; managing budgets; and hiring, mentoring, evaluating, and retaining talented and experienced teachers and administrators.
- Broad and deep knowledge of core academic and extracurricular programs at the high school level, as well as an awareness of emerging pedagogical trends that

- focus on fostering critical thinking, prudent risk-taking, self-advocacy, and innovation.
- Well-versed in the stages of adolescent development, strategies for meeting students' social-emotional needs, and various learning styles, and associated teaching methods. An educator who relishes working with adolescents and genuinely cares about their learning, character development, and emotional well-being.
  - Exceptional interpersonal skills and an understanding of people and motivations that allow one to interact comfortably and effectively with others
  - Familiarity with best practices in curriculum development, professional development and evaluation, scheduling, discipline, administrative policies and procedures, and budgeting.
  - The ability to delegate effectively and appropriately to an experienced and responsible faculty and staff while retaining ultimate accountability.
  - Strategic thinking skills that allow one to promote a vision, to communicate a strategy, and to see a plan through to practical execution, all while exercising the flexibility necessary to respond to shifting priorities and unexpected challenges.
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### To Apply:

Interested and qualified candidates should submit electronically in one email and as separate documents (**preferably PDFs**) the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- A one-page statement of professional philosophy and leadership practice
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval). **Must include past employers that are immediate supervisors.**

All materials should be sent via email to:



**Steve Mandell, M.Ed.**  
**Founder & Principal Consultant**  
**Big Back Pack, LLC**  
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