

## ASSISTANT HEAD OF SCHOOL, STUDENT LIFE

**Organization:** FlexSchool  
**Start date:** August 2017  
**Locations:** New Haven, CT

### FlexSchool

The mission of FlexSchool is to create spaces where gifted and twice-exceptional students all over the world are accepted, valued, and supported.

### OVERVIEW

The role of the Assistant Head of School is to co-create an inspiring and dynamic learning environment, where young people and adults thrive. Leading with kindness, care, encouragement, and respect, the Assistant Head demonstrates a relentless commitment to nurture the unique potential of FlexSchool's gifted and twice-exceptional students. The Assistant Head embodies a growth mindset, and is curious, proactive, flexible and deeply self-aware. They understand that learning happens everywhere: in the classroom, the cloud and the community and they eagerly incorporate these multiple ways of learning in the student experience. The Assistant Head guides school culture and ensures every student at the school is known and understood through a strengths-based lens.

### MINDSETS

**You lead with your core values.** You know yourself well and you have strong values that guide your work and life. You believe in the unique potential of every person and welcome the opportunity to assist others in discovering their passions and gifts. You exhibit humility and integrity. You thrive on feedback and continuous learning and build this into the culture at the school.

**You understand that transformation happens through meaningful relationships.** You are positive, curious and strengths-oriented. People like being around you. You are real and develop relationships built on respect and trust. You understand that people thrive in cultures built on trust and safety and co-create a school culture which invites intellectual and emotional risk-taking.

**You understand the unique needs of gifted and 2e students.** You are drawn to work with complex learners, energized to discover what enables each student to reach their highest potential. You are inspired by young people and are passionate in guiding them on their journey to adulthood.

**You co-create a highly engaged, positive and productive school culture.** Students, parents, prospective families, staff and faculty are eager to work with you.

**You are an excellent communicator.** You are warm and welcoming and demonstrate understanding and authenticity in your communication. You tell the truth, even when it is hard to do.

**You find early-stage organizations motivating.** You know we are in the early stages of our development and don't have it all figured out. You are excited to come in at the ground level and are willing to do whatever it takes to co-create a successful learning environment.

## **RESPONSIBILITIES**

The Assistant Head of School for Student Life first and foremost, is responsible for cultivating the school's culture. They are also responsible for all activities involving students and families, in partnership with the Head of School. Responsibilities include:

- Embody, manifest, and advocate for the mission and vision of the school.
- Lead and build upon the school's culture of compassion and mindfulness.
- Grow the educational commitment to individualized learning, and continuously seek out new opportunities for learning.
- Plan and lead all aspects of real world learning including FlexFriday, after school programming, and other community-based learning based on student interest.
- Work closely with the Head of School to engage families and students during the admissions process and as well as onboard students and families when they enroll.
- Cultivate a relationship with each student at the school, ensuring that there is at least one adult who knows them well and understands their strengths and learning needs.
- Oversee the development and utilization of a comprehensive learning plan and a "road map" for each student in collaboration with the Head of School.
- To support the school and its leadership

## **EXPERIENCE & QUALIFICATIONS**

- Experience supporting complex learners and knowledge of their unique learning, social-emotional and relational needs.
- Demonstrated commitment to a leadership model that emphasizes collaboration, cooperation, respect, flexibility, and creativity.
- Deep understanding of the needs of young people and a relentless commitment to seeing them through the lens of their strengths.
- Demonstrated ability to skillfully communicate, including the ability to listen well, speak clearly, and write effectively for the appropriate audience.
- Experience solving complex problems, and the ability to maintain composure under stress.
- Demonstrated ability to gracefully manage the demands of a fast-paced environment, and follow through on your commitments.
- Exhibits maturity, strong work ethic, sense of humor, and "roll-up-my-sleeves" attitude.
- Background in any or all of the following: education, experience with gifted and twice exceptional students, mental health, special education, counseling, wilderness/experiential learning.

### **Compensation**

We offer a competitive compensation package.

### **Commitment to Diversity**

*FlexSchool does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*

### **To Apply**

Interested applicants may submit a resume and schedule an exploratory conversation with Heidi Molbak emailing [heidi@flexschool.net](mailto:heidi@flexschool.net). For additional information about FlexSchool, go to [flexschool.net](http://flexschool.net)