

Manzano Day School

Job Title: Assistant Head of School

Job Summary

Manzano Day School, an independent not-for-profit elementary school of 460 students located in Albuquerque, New Mexico, is seeking the next assistant head of school. The Assistant Head of School reports directly to the head of school and should maintain congruency between the school's board-approved mission statement and all activities of the school.

Qualified candidates should submit a resume and a letter of interest addressing their qualification via email to chubbard@manzanodayschool.org.

Essential Duties and Responsibilities

The Assistant Head of School will:

- Be an enthusiastic educational leader of the school, working collaboratively with the administrative team toward institutional success.
- Display a passion for working collaboratively with families and faculty to support each student's educational journey.
- Review and evaluate academic programs, including for horizontal and vertical curricular flow.
- Observe, supervise, and help evaluate faculty, through classroom observation and other means.
- Serve as a consultant to teachers in matters of academic guidance of students, classroom management, teaching methods, and general school procedures.
- Be aware of the educational, physical, social, and psychological needs of the school community, and develop plans for meeting those needs.
- Ensure compliance with legal requirements of government regulations and agencies, and maintain the educational standards established by the state and by those agencies that examine and accredit the school.
- Establish programs for the professional development of all teachers, and for the evaluation of classroom teachers.
- Respect and recognize the individual differences, special abilities and strengths of each teacher.
- Maintain complete academic records on all students.
- Work toward a resolution of all problems - both routine and unique - as they arise.
- Keep the Head of School apprised of the general programs, activities, and challenges of the school.
- Assist in the admission process for evaluating applicants for enrollment.
- Maintain a comprehensive calendar of school events and keep the entire school community informed of various school programs and activities.
- Oversee and evaluate the Fenton Ranch Education Director and Fenton Ranch outdoor education curriculum.

Other Duties

Perform other duties as assigned by the Head of School.

Qualification Requirements

- Bachelor's degree; Master's degree in education or school administration preferred
- 5 – 7 years' experience as a lead teacher
- 2 – 3 years' experience as an administrative leader, preferably in independent schools
- Proven success at working collaboratively in educational leadership
- Dynamic instructional leader with a solid understanding of the developmental and curricular needs of students
- Exceptional written and oral communication skills
- Excellent organizational and presentation skills
- Strategic thinker and empathetic problem solver

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