



**Job Title:**

Assistant Head of School

**School Overview:**

Our Mission is to help children achieve academic and personal excellence through individualized education.

Founded in 1976, Rivendell School is the oldest nonprofit secular private school in Fort Collins. Thanks to the vision and hard work of our state-licensed teachers and involved parents, we have proudly helped hundreds of children grow into well-educated, imaginative, caring, and responsible citizens.

Rivendell School's individualized approach to education—a proven method for increasing subject mastery—focuses on the progress of each child rather than on the class average. Each student is constantly evaluated, challenged, and encouraged to perform to his or her full potential. Engaging every individual in the learning process produces the best results for each student.

This job description is prepared by Rivendell School, Ft. Collins, Colorado.

To apply for this position, please submit the Rivendell Application, your resume, letter of interest, and references to [holly@rivendell-school.org](mailto:holly@rivendell-school.org). The position will be closed on **July 15th**

**Direct Report:**

Head of School

**Job Description:**

The Assistant Head of School is the educational leader overseeing all divisions of the school and the school's lead administrator if the Head of School is not on campus or otherwise unavailable. The Assistant Head of School is responsible for cross-departmental coordination to ensure mission-aligned delivery of curriculum, programming student support, and faculty support from Preschool through 5th grade. In collaboration with the Head of School the Assistant Head of School is responsible for faculty professional development, coaching, support, and evaluation. The Assistant Head of School will also serve as the Summer Camp Director.

**Work Period:**

30 hours per week during the Academic School Year — August 14, 2023, through May 24, 2024. In addition, 15 hours per week each summer for summer camp. Upon hiring, there will be required preparation and coaching (15 hours in July and 15 hours in August prior to the 14th).



**Education and Experience:**

Bachelor's Degree required

Teaching license and educational experience preferred

**Paid Time Off:**

Seven days off during the Academic School year

Holidays that align with the school calendar

Summer time off will be provided depending on experience and job description

**Salary Range:**

\$55,000 - \$62,000

Salary depends on education and years of experience.

**Benefit Eligibility:**

All salaried employees working 30 plus hours per work-week are considered full-time and eligible to receive benefits.

**Required Certifications:**

Valid Colorado Teaching License

**Essential Duties and Responsibilities:**

- Lead curricular leadership teams collaborating to sustain a coherent, academically challenging, culturally competent and inclusive curriculum geared towards fulfilling the mission of the School
- In collaboration with the HOS ensure consistency, alignment and clear articulation of curricular scope and sequence, policies and process across all class levels
- Lead efforts to develop and maintain an effective system of faculty professional growth and evaluation
- Lead efforts to create a system of faculty and staff professional development. This includes oversight of the professional development budget and request process, coordinating in-service days, weekly all-school employee meetings and pre-sessional and post sessional meetings and trainings
- Serve on school-wide committees related to academic, co-curricular or student support programs as determined by the HOS
- Assist HOS with Events and Presentations such as Open Houses, and new staff orientation meetings
- Assist HOS with student issues and parent concerns
- Lead efforts, in conjunction with the Business Manager, to maintain personnel files
- Attend all board meetings and serve as the administrative liaison to the board's Diversity Committee



- Assist with the school's accreditation process
- Participate in recruitment, interviewing, and selection of prospective employees
- In the absence of the Head of School, serve as the lead school administrator
- Serve as the summer camps director
- Maintain a professional attitude, attire, and work behavior
- Observe all rules and regulations of Rivendell School, local, state, and national regulatory agencies pertaining to children's health, safety, and care
- Complete all necessary company employment and payroll forms
- Promote and participate in a positive, supportive, and cooperative team environment
- Attend staff meetings, in-service training, and other school functions
- Plan with the Head of School and/or other teachers for all required parent-teacher conferences and student evaluations
- Accept that the hours of this job will occasionally extend beyond the average school day

**To perform the job successfully, an individual should demonstrate the following:**

**Intellectual:**

- Analytical - Designs workflows and procedures
- Design - Demonstrates attention to detail
- Problem-Solving - Identifies and resolves problems promptly; works well in group problem-solving situations; uses reason even when dealing with emotional topics
- Project Management - Communicates changes and progress; completes projects on time and within budget
- Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills

**Interpersonal:**

- Maintains confidentiality
- Listens to others without interrupting
- Keeps emotions under control
- Remains open to others' ideas and tries new things
- Demonstrates group presentation skills and participates in meetings
- Balances team and individual responsibilities
- Exhibits objectivity and openness to others' views
- Gives and welcomes feedback
- Contributes to building a positive team spirit
- Supports everyone's efforts to succeed



**Leadership:**

- Accepts feedback from others
- When managing people, improves processes, products, and services
- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness

**Organization:**

- Cost-Conscious - Develops and implements cost-saving measures; contributes to profits and revenue; conserves organizational resources
- Works Ethically with Integrity - Treats people with respect; keeps commitments; inspires the trust of others; upholds organizational values
- Supports School Philosophy - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values

**Self-management:**

- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in the decision-making process; makes timely decisions
- Motivation - Demonstrates persistence and overcomes obstacles
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic action plans
- Professionalism - Tactfully approaches others; reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality
- Quantity - Meets productivity standards; Completes work promptly; Strives to increase productivity; Works quickly
- Safety And Security - Observe safety and security procedures; report potentially unsafe conditions; uses equipment and materials properly
- Adaptability - Adapts to changes in the work environment; manages competing demands
- Attendance/Punctuality - Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan
- Initiative - Volunteers readily; seeks increased responsibilities; ask for and offer help when needed



- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work
- Ability to solve practical problems and deal with various concrete variables in situations where only limited standardization exists

**Computer Skills:**

Have knowledge of email, file sharing, file storage, instructional technology for preschool and elementary-aged students, Google Drive (Docs, presentations, spreadsheets, etc.), and any other technology as requested by Rivendell Administration

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Daily desk work including significant amounts of telephone and computer time; as part of daily routines, moving around the school campus with uneven pavement and managing stairs. Frequent walking inside and outside as part of general job duties and responding to students and/or incidents
- Ability to use a computer for extended periods of time for administrative tasks including but not limited to: composing, sending, reading emails; accessing internet-based materials and resources; reading, editing and writing letters, reports, documentation; participation in online conferences, webinars and teleconferences
- While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is required to talk and hear. The employee must occasionally lift and/or move up to 25 pounds

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, an employee is occasionally exposed to moving objects.



**Acknowledgment:**

I have read and acknowledge receipt of this job description and agree to perform the responsibilities described above. I understand this job description is intended to describe the general nature and level of work performed by the person assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees who hold this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date