

The West Hill School

1455 West Hill Road, Rosemont PA 19010

Head of School

POSITION SUMMARY: The West Hill School seeks a committed visionary Head of School who will lead the school and promote a culture of life-long learning and excellence. Reporting to the Board of Directors, the successful candidate will be qualified to take on the responsibilities of a school administrator, and whose warmth, sense of humor, and strong communication skills cultivate genuine respect among parents, colleagues and students. An experienced educator who is passionate about the education and development of young children, the Head will lead a talented faculty to ensure a program consistent with the West Hill School's mission.

OUR MISSION:

The mission of The West Hill School is the education, guidance and nurturing of preschool children in a coeducational environment. Housed in a unique facility constructed specifically for use by young children, a carefully designed program with age appropriate activities challenges the intellect and stimulates creativity. Learning through a well-planned balance of play and formalized instruction, the children are able to explore and satisfy their curiosities while developing a fund of knowledge and socialization skills. An emphasis on thoughtfulness of others fosters and provides the foundation necessary for building successful interpersonal relationships.

The West Hill experience is one in which students are encouraged to practice self-discipline and assimilate the skills of careful listening, focused observation and independent thinking. It is our goal that each West Hill student will progress to kindergarten with self-confidence, curiosity, joy of discovery, pride in accomplishment and a sense of community.

THE SCHOOL:

The West Hill School, located in a residential area on two acres, is a unique preschool built especially for children aged two years seven months to five years. We are committed to creating a warm, trusting atmosphere that encourages young people to develop a life-long celebration of learning. Throughout its history, West Hill's greatest strength has always been the dedicated faculty who have led and taught at the school. In addition, the school operates on a solid financial basis and enjoys the support of its parents, alumnae, and community. We are requesting applications following the announced retirement of the current Head, Patricia Conroy Conn, who has held this position for 19 years. The new Head would be only the fourth for this wonderful school since its opening in 1966.

KEY QUALITIES FOR THE POSITION:

- A passion for and experience in early childhood education and development
- A sense of humor and warm demeanor towards children and adults

- Excellent communication skills with adults and children
- The ability to oversee talented faculty in daily teaching as well as formulating longer term curriculum goals (technology, sustainability and 21st century learning)
- Honesty, integrity and a commitment to confidentiality
- A strong understanding of the community and the importance of current and past West Hill families and graduates
- Solid financial management skills
- The ability to have a longer term vision for the school and its programs, and to communicate this to the Board with specific programmatic suggestions

MAJOR RESPONSIBILITIES:

- Supporting the school's stated mission statement and philosophy
- Ensuring that the established learning goals of the school are carried out through the development and implementation of appropriate curriculum
- Maintaining an optimal employment level of fully-qualified faculty and staff, and encouraging professional development of these employees
- Supervising the health and safety of the student body
- Teaching responsibilities during the morning session on a flexible basis to augment faculty in classrooms as needed
- Administrative responsibilities including the employment and management of all staff, and maintenance of the facility and grounds
- Management of the school's daily financial operations, supervising the school's bookkeeper, and assisting in the preparation and implementation of the annual operating budget
- Marketing and development, including annual giving and the annual fundraiser
- Overseeing the admissions process to ensure full enrollment and compliance with the school's admissions policies and procedures
- Supervision of annual student evaluations and assisting parents and schools with placement of students after graduation from West Hill
- Managing the Summer Session, including overseeing program development, finances, public relations, and enrollment.
- Maintaining optimal communications with parents and overseeing development and public relations
- Working closely with the West Hill Board of Directors
- Taking appropriate measures to maintain the Pennsylvania Association of Independent Schools (PAIS) certification
- Overseeing additional school sponsored events such as the annual Fall Festival, Pancake Breakfast, Toys for Tots Drive, Book Fair, and Potluck supper.

IDEAL EXPERIENCE:

- Bachelor's degree; relevant graduate education beneficial
- Demonstrated successful experience in early childhood education

- Demonstrated commitment to personal professional development
- Previous administrative experience, preferably in an educational setting
- Ability to collaborate and communicate with faculty, parents, Board, professional colleagues
- Warm personal style and resulting ability to communicate effectively with students and parents

TO APPLY:

Applicants are encouraged to apply via email by sending your completed application to Marcia Geary, Head of the Search Committee, at: marciageary412@aol.com. Completed applications will be accepted until December 21, 2012.

A completed application will have the following three components:

1. A letter of interest which states your educational philosophy and related interest in this position
2. A current resume
3. Contact information for three references

If you need to send via U.S. mail please send to:

Judy Potter, Attention: Search Committee
The West Hill School
1455 West Hill Road
Rosemont PA 19010

Initial interviews will take place in January/February, 2013. The full time position is available July 1, 2013.

The West Hill School is an equal opportunity employer and complies with all federal, state, and local laws which prohibit discrimination in employment because of race, color, national origin, religion, disability, age, mental status, and sexual orientation.

Competitive salary and benefits offered