



SOUTHERN TEACHERS
A G E N C Y

**Assistant Head of Upper School
Brookstone School
Columbus, Georgia**

brookstoneschool.org

Southern Teachers is assisting Brookstone School as it seeks an Assistant Head of Upper School to work closely with the leadership team, faculty, students, staff, and parents to maintain a positive, safe school environment.

Reporting to the Head of Upper School, the Assistant Head plays a central role in monitoring students' needs and achievements, organizing campus life, and promoting student engagement. This person implements and enforces disciplinary policy, meets with students regarding conduct issues, and resolves concerns in a fair and just manner. The Assistant Head of Upper School supports the faculty academically by participating in faculty observations, providing constructive feedback for instructional improvement, and assisting with faculty evaluations and hiring. He or she helps students reach their full potential through commitment, creativity, and enthusiasm; works collaboratively to develop and implement school wide programs that reinforce accountability, school culture, values, and participation; provides updates to faculty and staff to ensure consistent communication and accountability; coordinates programs with other departments; facilitates communication between faculty, staff, and parents; schedules daily activities, teacher duties, special events, and transportation; assigns student lockers, advisories, study halls, clubs, and student leadership; assists in scheduling academic courses; maintains accurate, detailed student and faculty records; demonstrates enthusiastic commitment to maintaining and facilitating a positive school culture; ensures safety and emergency preparedness for the Upper School; assumes responsibility when the Head of Upper School is not available; and teaches a class as needed.

The ideal candidate will have an advanced degree, preferably in education; superior organizational skills and the ability to work with a high level of consistency and integrity; teaching and leadership experience in an independent school setting; highly developed communication skills, both verbal and written; a great sense of humor and optimism; and an unbridled faith in students' ability to learn and grow.

Founded in 1951, Brookstone offers the only independent college-preparatory program in Columbus for students age three through grade twelve. With an unwavering commitment to academic excellence, Brookstone provides a first-rate learning experience to more than 800 students in four divisions. The school's core values – loyalty, courage, wisdom, honor, service, respect, and leadership – guide the educational program and daily interactions among students and adults. With a highly developed and intentional focus on servant leadership and character development, Brookstone prepares its students for lives of engagement and service to others.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2019.