Garrison Forest School is an independent, nonsectarian college-preparatory girls’ day and boarding school in Baltimore County, Maryland, with an elementary, middle, and high school program, a coed preschool, and a national and international boarding program for girls in grades 8-12. Founded in 1910 and set on a stunning 110-acre campus in suburban Owings Mills, Garrison Forest offers a program with a wealth of opportunities in Academics, the Arts, and Athletics. Confident, creative, and compassionate, GFS students are encouraged to be fully engaged as they develop their passions and their own authentic voices within a spirited and joyful environment.

The motto Esse Quam Videri, “To Be Rather Than To Seem,” has inspired the Garrison Forest community since the school’s founding in 1910.

Garrison Forest School seeks a Head of Upper School to begin July 1, 2022. This role has primary responsibility for the leadership and operation of the Upper School (grades 9-12). The Head of Upper School is responsible for planning, implementing, and directing a well-rounded program and a positive learning environment in which Upper School students and faculty are stimulated to grow and develop in all aspects of their lives. This person oversees the Upper School faculty, works closely with the Director of Residential Life in support of the boarding program, supervises an administrative team which includes a Dean of Students, Dean of Academic Development, Counselor, and the Director of College Counseling, and is supported by an administrative assistant. The Head of Upper School is a part of the Garrison Forest Leadership Team, reporting directly to and working closely with the Head of School.

Garrison Forest’s Upper School is a dynamic, warm, and engaging community, where a vibrant academic program is the result of a strong core curriculum combined with creative electives and experiential opportunities. Student growth and achievement is supported and celebrated across a wide range of pursuits, including academics, the arts, athletics, and interpersonal connection and leadership. A talented and dedicated faculty work closely with the students, helping them develop their unique voices and pursue their passions as they grow into the young women who will thrive at college and beyond.

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.
Performance Objectives

Infuse Energy

The Upper School at Garrison Forest is a collaborative, supportive community, a culture that has served it well through the pandemic. As society begins to emerge from the restrictions and barriers imposed by COVID-19, the new Head of Upper School will embrace the collective opportunity to energize the community. They will find opportunities for joy and celebration and rededicate the division to being a place that engages in generative conversations where students’ success is dependent on the support of the other students around them and is celebrated collectively.

Champion New and Existing Programs

The Head of the Upper School will lead a program that is committed to the development and growth of its students through powerful established connections and innovative new elements. The school’s Women in Science and Engineering (WISE) partnership with Johns Hopkins has been an impactful opportunity for students for more than 15 years, while new options for students interested in Public Health, STEM, the Arts, and Global Citizenship have been developed over the past two years. The new Head of the Upper School will help guide these initiatives while continuing to develop a curriculum designed to meet the needs of all students as they prepare for the rapidly-changing world around them.

Foster Faculty Development

Attracting and retaining outstanding teachers in the Upper School is a key goal for the next Head of Upper School. Garrison Forest School has long succeeded at hiring teachers not only for their deep curricular and pedagogical knowledge but also for their commitment to the mission of the school. They are teachers who keep student engagement and support top of mind and actively seek to enhance programmatic or curricular opportunities. The Head of Upper School will continue to hire for values and develop teachers for growth, ensuring that the Upper School at GFS is a great place to work and flourish personally and professionally.

Distinguish in the Market

Baltimore is a uniquely competitive market for independent schools, including several nearby all-girls schools. The Head of the Upper School should be a champion for single-sex education and a passionate advocate for the many benefits of an all-girls environment. In addition to enhancing a supportive school culture that allows all students to lead with confidence and find their unique voices, the Head of the Upper School should be able to articulate why an all-girls school, and Garrison Forest in particular, is a good choice.
The Position

Candidates should support the Mission, Core Values, and Statement of Respect of Garrison Forest School. Garrison Forest School is an Equal Opportunity Employer and does not discriminate on the basis of race, sexual orientation, ethnic origin, sex, gender identity or expression, religion or disability in its employment policies and other school administered programs. Candidates from diverse backgrounds are encouraged to apply.

Required Skills

- Excellent communication skills, both oral and written
- A commitment to supporting diversity and multicultural educational practices
- Demonstrated ability to work in a diverse community and lead in an equitable manner are essential
- Superior organizational skills
- Ability to manage efficiently and effectively the many details of running a division, including budgeting, staffing, and scheduling
- Knowledge of contemporary research and best practices in upper school education and of student development through this age range
- Ability to work collaboratively with other leaders throughout the school community
- Confidence and experience to hire, mentor, and support faculty members across a broad range of experience levels
- Ability to connect and effectively communicate with parents
- Confidence and proficiency using technology as part of everyday work
- Effective support of Admission efforts, including interacting with prospective students and families and collaborating on retention or re-enrollment initiatives

Qualities Sought

- Relationship-builder across different constituencies, including students, parents, faculty, and staff within the Upper School and throughout the campus community
- Ability to connect with people from a wide range of backgrounds, cultures, and experiences
- Solutions-oriented problem-solver
- Confidence navigating difficult or sensitive conversations and managing confidential information
- Ability to bring and convey a sense of joyful purpose in work with students, colleagues, and families

Desired Experience

- Minimum of ten years of experience in an independent school setting
- Significant experience at the upper school level (teaching experience preferred)
- Proven track record in faculty supervision and curriculum development
- Graduate degree in educational leadership or specific subject area
The School

Be Authentic.
Be Brave.
Be Compassionate.
Be Curious.
Be Spirited.

These five Core Values, created by the Garrison Forest community in 2015, guide how this community teaches and learns, connects and collaborates, serves and succeeds. Underscoring the School’s Mission and Statement of Respect, these five values are a road map for every member of the community, adult and child, to be their best selves.

At a Glance

Year Founded: 1910
Grades Served: PK-12
Total Enrollment: 528
Preschool Enrollment: 91
LS Enrollment: 101
MS Enrollment: 107
US Enrollment: 229
Student Diversity: 34%
Student/Faculty Ratio: 9:1
Total Faculty & Administration: 189
Faculty & Administration Diversity: 10%
Average Faculty Experience: 19 yrs
Average Faculty Tenure: 13 yrs
Mean SAT/ACT: 1220/26
Highest Day Tuition: $34,895
Domestic Boarding Tuition: $65,790
International Boarding Tuition: $71,560
Students Receiving Aid: 54%
Annual Budget: $20 M
Endowment: $42.5 M
Annual Fund Goal: $1.4 M
Accreditation: AIMS
Most Recent Accreditation: 2017

History

Garrison Forest was established in 1910 by Mary Moncrieffe Livingston. A teacher in New York, she moved to Maryland with a vision and founded a school dedicated to girls in grades K-12, including a residential program for older girls and a coeducational primary program.

After serving Garrison Forest for nearly thirty years, Miss Livingston passed the leadership to Co-Headmistresses Jean G. Marshall and Nancy J. Offutt, who helmed the School for the next thirty years. Under their guidance, the School, and its students, thrived during the Great Depression and beyond, as they built a national boarding reputation and established excellent academic programs. Today, with Mr. Hughes serving as twelfth Head of School, the School maintains the educational model, academic rigor, and exceptional character-building Miss Livingston established.

The pastoral campus encompasses 110 acres, with a pond and wooded trails for students to explore the natural environment. Today’s GFS students enjoy The Grizzly Den outdoor classroom, multiple playgrounds for preschool and lower school students, turf fields, and athletic and equestrian complexes.
The School (continued)

Academics

Garrison Girls have a wealth of options and opportunities in academic and co-curricular offerings. Students are encouraged to know themselves as learners as they become leaders in the school community. Garrison’s academically challenging core classes and rich elective offerings are designed to inspire life-long learners. Class times are designed for deep learning and engagement and supplemented with community time for advisory, class meetings, clubs, and additional assistance. GFS offers a range of Honors and AP classes in math, sciences, and humanities; Juniors and Seniors may take up to two or three AP classes, respectively. Language offerings include Chinese, French, Latin, and Spanish. Visual Arts options range from drawing and photography to sculpture and woodworking, and performing arts, such as dance, theater, musical theater, chamber choir, and band round out a rich arts program.

The Independent Senior Project, a GFS tradition since 1969, consists of a two-week unpaid internship in a professional environment at the culmination of senior year. Upper School faculty members mentor each student to plan a meaningful experience while the internships are supervised by an off-campus mentor.

Advisory consists of eight to ten students with an assigned teacher to facilitate regularly scheduled meetings.

WISE Program

As part of a longstanding partnership with Johns Hopkins University, Garrison Forest School offers the Women In Science and Engineering (WISE) to expand overall STEAM literacy, create deeper cross-curricular connections, and emphasize the collaborative nature of STEM research. The program is open to GFS Juniors and Seniors, as well as visiting high school students who commit to the program and GFS for two semesters.

Students are paired with a JHU mentor, either a professor or a graduate student, as they participate fully in the research focus of a Hopkins lab, two afternoons a week for one semester. JHU mentors provide instruction on laboratory safety, protocols, equipment use, and other elements related to their particular research as participants develop a deep understanding of the research process through immersion science; in WISE, the process of discovery is more important than a particular research topic.

WISE researchers have studied biology, biomedical engineering, chemistry, cognitive science, anthropology, art history, neuroscience, fluid mechanics, food deserts, education, and electrical engineering. Research shows women are more likely to succeed in STEAM disciplines if they have direct mentoring experiences; WISE students are mentored by dedicated JHU and GFS faculty and work within a peer cohort for full support as they learn to be contributing members of a lab.
The School (continued)

Students, guided by their faculty advisors, create four-year academic plans, select courses and co-curricular activities, and participate in service activities. The Academic Resource Center offers individual academic support, peer tutoring, and teacher support for differentiated instruction. The college counselors help students prepare a personalized plan for a successful and meaningful experience at Garrison and beyond.

Athletics

The GFS athletics department strives to help foster integrity, self-esteem, cooperation, sportsmanship, responsibility, and loyalty. Supported by a certified athletic trainer, student athletes have numerous opportunities to participate and compete in over 40 teams across 16 sports, as well as a dance program, a nationally recognized riding program, and the only all-girls high school polo program in the country. Girls can choose between sports ranging from soccer, volleyball, and cross country to badminton, lacrosse, and squash.

Home to 75 horses, including 20 polo ponies, GFS offers riding for all grades and levels from beginner to advanced, through Physical Education, formal lessons, or competitive programs. Students can participate in the Recreational Riding program in grades K-12. The Equitation Team, comprised of students entering grade seven and above, competes nationally as part of the Interscholastic Equestrian Association. The Equestrian Institute provides an opportunity for competitive riders in grades 6-12 to advance their skills and horsemanship knowledge in a rigorous, personalized program. Garrison Forest hosts several shows each year at its collegiate-level D. & J. Smith Equestrian Center, and riders compete most weekends.

The Garrison Grizzlies, the only girls' school polo team in the country, has won 13 national championships since it was founded in the late 1970's. The team competes against coed and all-male high school, college, and club teams across the country. Several polo alumnae are current or former members of the prestigious Team USPA, and 12 former GFS players have won national polo honors.

Student Life and School Community

At GFS, Student Life centers on spirit, service, and community. Garrison Forest Spirit soars on days like All School Sorting Day, Spirit Days, and other traditions. At Garrison, day and boarding students bond through an array of activities. Schedules allow for collaborative time to spend in clubs, sports, and other events as students explore new interests and pursue passions. Extensive clubs, Service League, Peer Educator, and student government
The School (continued)

offerings provide every girl with a variety of leadership and community-building opportunities.

Service is an important part of the GFS experience and embodies one of the core values, “Be Compassionate.” The school’s Service League was founded by students in 1942 to help with the war efforts and continues today, assisting regional, national, and international agencies and causes. Each year, service projects are conducted throughout campus. The Upper School maintains an Annual Day of Service, participating in numerous service opportunities throughout the community.

Students in kindergarten through grade 12 participate in clubs and co-curricular activities, providing important avenues for self-exploration and building connection with others. Lower School offerings, designed to spark curiosity and creativity, include Brownies, robotics, sports, and STEM. The Middle School emphasizes Community Time for participation and bonding, and clubs include Robotics, Debate, and Chorus. All Upper School clubs are student-run in conjunction with a faculty advisor and inspire leadership and collaboration. Clubs range from debate, fashion, language, book clubs, and publications to cultural clubs and Model United Nations.

Gateway Scholars

In the fall of 2021, GFS introduced the Gateway Scholars Program, which provides unique opportunities for Upper School students with a special interest in Global Citizenship, STEM or Visual Art and Design to craft a distinct curricular and co-curricular path. Supported by a network of on- and off-campus mentors, each Gateway Scholar creates an immersive learning program designed to challenge them, enrich their experience, deepen their understanding and document their process of discovery.

Since the school’s inception, the boarding experience has been integrated into the GFS educational philosophy, prioritizing character development, global competency, and overall wellness, and it remains a key part of the school’s history and heritage. The Residential Life program continues to distinguish the school within the Baltimore area and among its boarding school peers. Garrison Forest enrolls national and international boarders in grades 8-12 in its four dorms and includes flexible and short-term boarding options to ensure that every Upper School student has the opportunity to enhance her educational experience.

The Residential Life program strives to provide structure and support in a personal, family-centered atmosphere while students gain independence, confidence, and voice as they deepen connections to friends and faculty. Both day and boarding students participate in school-sponsored weekend options and enjoy weekend hours in the campus facilities. The Director of Residential Life plans activities, tours, and trips with student input, and students and chaperoning faculty and staff enjoy social, cultural, athletic, outdoor, and travel opportunities each weekend. Students can fill their weekends outdoors tubing, hiking, and skiing; enjoying movie nights, mixers, and in-dorm cooking lessons; or touring museums and nearby cities like New York, Philadelphia, and Washington, DC.
The Community

Garrison Forest School is nestled on 110 acres just north of the Baltimore-Washington Metropolitan Area in the northwestern quadrant of Baltimore County, known as Greenspring Valley/Owings Mills. This area, which is abundant with pastoral green spaces, is also close to multiple interstates and highways, allowing for quick travel to historic cities like Annapolis, Wilmington, Philadelphia, Washington, DC and Baltimore, but also offering easy access to the beaches and bay communities of the Eastern Shore, as well as the mountains of Western Maryland.

The School is just a 30-minute ride to Baltimore, with its iconic Inner Harbor, beloved Orioles and Ravens, and signature blue crabs. But more than that, Baltimore is known as the "Meds and Eds" city, led on both fronts by Johns Hopkins University and its hospital, the city's two largest employers. Other institutions include Loyola University, Maryland Institute College of Art, University of Baltimore, and satellite campuses of the University of Maryland. In addition to Johns Hopkins’ two medical campuses are the University of Maryland Medical Center, Mercy Medical Center, and Kennedy Kreiger Institute.

Baltimore is becoming an East Coast hub for innovation and is ranked among America’s “tech hot spots” by Forbes. Equally attractive is its bustling arts district led by the National Aquarium, American Visionary Arts Museum, Baltimore Museum of the National Great Blacks in Wax Museum, and musical happenings hosted by the Peabody Institute, the oldest conservatory in the country.

The Baltimore-Washington Metropolitan Area is one of the nation's largest, most-educated, and highest-income statistical areas. The area has a strong independent school tradition, with multiple nationally recognized private schools in the city and nearby.

Application Process & Timeline

For consideration, candidates for the Head of School position should submit applications to Southern Teachers at SouthernTeachers.com, along with a current resume and a cover letter explaining their interest in and qualifications for this leadership position.

Questions may be directed to Mr. Jamie Estes at Estes@SouthernTeachers.com or 434-295-9122. Please do not contact the school.

Initial interviews with the consultant at Southern Teachers will be ongoing.

The new Head of Upper School will begin work July 2022.