



## **Associate Head of School — Preston Hollow Presbyterian School**

### **Overview**

The Associate Head of School at Preston Hollow Presbyterian School (PHPS) will join the school at a time of growth and evolution and will have the unique opportunity to significantly impact the future of PHPS. With the school's recent move to a new campus and the strategic initiative to develop a middle school division, the Associate Head of School will lead key academic and operational priorities while strengthening instructional programs, and maintaining a student-centered culture that fosters confidence, growth, and excellence.

As a collaborative partner to the Head of School, the Associate Head of School ensures continuity of the mission while reinforcing PHPS's individualized instructional model, overseeing the intentional development and alignment of both elementary and emerging middle school programs.

### **PHPS Mission & Vision**

#### **Mission:**

PHPS provides a nurturing, highly personalized environment that cherishes and supports qualified students with learning differences while challenging them to achieve their full potential. The school is committed to facilitating students' return to mainstream education equipped with strategies and skills for future learning experiences.

#### **Vision & Strategic Direction:**

Rooted in over six decades of expertise and situated on a new larger campus, PHPS remains strategically committed to fostering student success, strengthening community, and affirming its mission and identity, including the thoughtful development of educational programming beyond the elementary school years.

### **Job Priorities & Opportunities**

#### **Strategic Leadership & Partnership:**

- Serve as a member of the administrative team to support other academic leaders to facilitate and support institutional decisions, strategies and operations.
- Serve as a strategic partner to the Head of School in advancing PHPS's mission, vision, and strategic priorities.
- Act as a school representative with faculty, parents, board trustees, and community partners, reinforcing an aligned vision for the school.

**Academic Program Development:**

- Oversee alignment in curriculum and pedagogy and elevate instructional quality across all grade levels, integrating research-based, multisensory strategies that meet diverse learners' needs.
- Support development of a rigorous, age-appropriate middle school program that remains true to the PHPS individualized model while preparing students for success in mainstream learning environments.

**Faculty Growth & Instructional Support:**

- Lead faculty hiring, supervision, mentoring, professional development, and evaluation processes that develop instructional capacity, support retention, and enhance differentiated teaching practices.
- Champion continuous instructional improvement and cross-division collaboration to ensure coherence and high standards.

**Operational & Systems Alignment:**

- Collaborate with other administrative leaders to optimize daily operations, communication systems, scheduling, and resource allocation for a growing K–8<sup>th</sup> grade program.
- Use data, feedback, and reflective practices to guide decision-making and program refinement.

**Community Engagement & Outreach:**

- Articulate priorities to stakeholders and develop a trusting partnership with board trustees, families and invested community members through communication, visibility, and responsiveness.
- Support community building efforts that deepen engagement, advance fundraising goals, and celebrate school identity.

**Necessary Qualifications**

- Advanced degree in education, educational leadership, curriculum and instruction, or a related field preferred.
- Significant leadership experience in an independent school setting.
- Demonstrated success leading academic programs, faculty development initiatives, and launching or expanding school divisions.
- Understanding of differentiated, research-based instructional approaches and learner variability.
- Experience with data analysis and synthesis used to guide informed decision making.
- Proven ability to build consensus, lead change, and communicate effectively with diverse stakeholders.

**Desired Attributes & Personal Qualities**

- **Mission Leader:** Appreciation for PHPS's commitment to students with diverse learning needs and an unwavering belief that all students are capable and talented.
- **Team Builder:** Relationship building skills to shape leadership teams and foster trust.

- **Strategic Thinker:** Capacity to see the big picture while attending to details at a high level.
- **Communicator:** Ability to articulate and explain complex ideas clearly and thoughtfully.
- **Decision Maker:** Capability to make, communicate and implement difficult decisions with compassion and transparency.
- **Student-Centered Advocate:** Willingness to be visibly present in school life and responsive to students' academic and social-emotional needs.
- **Empathetic Listener:** Confidence and humility to engage in discourse, accept feedback, and embrace others' ideas.