



# FRENCH AMERICAN SCHOOL *of Puget Sound* ÉCOLE FRANCO AMÉRICAIN *du Puget Sound*

**Job Title:** Assistant Head of School  
**Date Revised:** December 2024  
**Department:** Administration  
**FTE:** 1.0  
**Classification:** Exempt; Salaried  
**Pay Range:** \$180,000-\$200,000  
**Reports To:** Head of School

## Job Summary:

The primary role of the Assistant Head of School is to support the mission of the School by promoting and developing a culture of excellence, open-mindedness, international-mindedness, integrity, collaboration, and inquiry among faculty, staff, parents, and students. The Assistant Head will partner with the Head of School to ensure that the School's educational and operational programs, policies, and practices are interconnected and aligned with its mission, vision, guiding principles, and core values. The individual in this inaugural role will supervise the Division Heads and the Director of Auxiliary Programs, partnering with them to develop programs that serve the school and support faculty, staff, and administrators in their continued growth.

## Essential Responsibilities/Activities:

The Assistant Head of School serves on the senior administrative team and reports directly to the Head of School. The Assistant Head will partner with the Head of School to ensure that the School's educational and operational programs, policies, and practices are interconnected and aligned with its mission, vision, guiding principles, and core values. The Head of School and Assistant Head will shape this role based on the needs of the community while focusing on the following opportunities and challenges:

- **Act as Head of School:** In the short-term or long-term absence of the Head of School, the Assistant Head will assume the role of Head of School. This includes committees and board meetings.
- **Partner with Head of School:** The Assistant Head will serve as a thought partner and collaborator with the Head, helping to design and implement initiatives and develop strategic priorities to shape the future of the School. Visible, active, and engaged, the Assistant Head will be an inclusive presence in the everyday life of the School and at special events, demonstrating strong interpersonal and communication skills to build trust and foster community.
- **Articulate and Connect Work Across Divisions:** The Assistant Head will support the work of the Division Heads and Director of Auxiliary Programs in identifying, developing, and assessing new programs and clarifying and supporting existing programs across the school.
- **Support Diversity, Equity, and Inclusion:** Global-mindedness and cultural agility are fundamental to the FASPS community. The Assistant Head will ensure the School's continued commitment to programs that meet the diverse needs of students, faculty, and staff across divisions and will leverage community

resources to support the development of DEI initiatives, programming, and policies, in partnership with the DEI and Wellbeing Leader.

- **Support Development of Leadership Team and Faculty:** The Assistant Head will design coaching, feedback, and professional development programs and retreats to support adult learning. Additionally, the Assistant Head will support the Division Heads and Director of Auxiliary Programs in faculty onboarding, and evaluation.
- **Lead Key Institutional Projects:** In collaboration with the Head of School the Assistant Head will play a significant role in implementing the Strategic Plan and coordinating essential projects such as re-accreditations and high school feasibility study.

### **Requirements:**

The Assistant Head of School must be fluent in both French and English.

- Demonstrated alignment with FASPS's mission, guiding principles, and core values.
- A strong knowledge base and experience with Early Childhood, Elementary School, Middle School, and High School pedagogy and curriculum planning.
- Experience leading and supporting other adults.
- A commitment to staying abreast of current best practices in international education and facilitating faculty growth.
- The ability to articulate mission-aligned vision and strategy and the tactical skills necessary to deftly manage the systems and processes necessary to implement strategy.
- Knowledge of best practices in diversity, equity, inclusion work and the requisite skillfulness to support all constituents of the School growth in this area and to facilitate critical conversations in the design of more inclusive programs.
- The confidence and humility to advocate for new ideas, invite disagreement, and welcome feedback, engaging in challenging conversations with grace.
- Excellent organizational, project management, and communication skills.
- Willingness to engage fully in the life of the school, prioritizing visibility in the midst of professional responsibilities, and building meaningful connections with students, faculty, and the community at large.
- A collaborative, consensus-building style built on active solicitation of input and excellent listening skills; a demonstrated commitment to creative problem solving.

Approved by: Eric THUAU, Head of School

Date: 12/10/2024

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

### **Nondiscrimination Policy**

French American School of Puget Sound (FASPS) does not discriminate on any basis that is protected under federal, state or municipal law. This non-discrimination policy applies to all areas of student concerns (such as admissions, athletics, educational policies, financial aid, and or other school-administered programs) as well as

to all areas of employment matters (such as hiring, compensation, evaluations, discipline, promotion, and termination). FASPS is an Equal Opportunity Employer (EOE).

### **Applicant Data Privacy Policy**

French American School of Puget Sound (FASPS) is committed to protecting the privacy and integrity of your personal information. The school does not market, trade, or otherwise share applicants' personal information with any organization or reporting service unless noted below. The school will limit its use of contact information of applicants for these purposes only: Review of credentials provided by the applicant, communication with applicants, internal communication with hiring personnel, screening checks for applicants who are offered a position and accepted by the applicant, and internal recordkeeping. By giving us your information, you agree to this privacy policy and giving us permission to use your information for the stated purposes.