



HEAD OF SCHOOL SEARCH

2024





SUMMIT SCHOOL AT A GLANCE

STUDENT BODY

- 2023-2024: 257 students in toddler through eighth grade
- Toddler, Preschool, and Pre-K Programs
- Elementary: Kindergarten through Fifth Grade
- Middle School: Sixth through Eighth Grade
- 44% students of color: African-American, Latino/Hispanic, Asian American, Middle Eastern American, and multiracial children
- 20% of Summit students benefit from the Arizona Private School Tax Credit program or Empowerment Scholarship Account
- In Math, 94% of Summit middle schoolers and 90% of third-fifth graders exceeded grade level equivalent scores.
- In English Language Arts 98% of middle schoolers and 94% of third-fifth graders exceeded grade level equivalent scores.
- On the AIMS test of Science standards mastery, 95% of Summit students passed, compared to a statewide average of 50%.

FACULTY

- 34 faculty
- 33 faculty employed full time
- 45% faculty hold masters or doctorate degrees
- 50% of faculty have taught at Summit for at least ten years
- 8:1 student/faculty ratio and 6:1 student/faculty ratio for Toddler program

CAMPUS AND HISTORY

- Established in 2001
- 6.5 acre campus includes inviting and spacious classrooms, an IDEA Lab, ceramic and glass studio, visual arts studio, two science labs, two playgrounds, multi purpose room with performance stage, early childhood Makerspace and Imaginarium, and music room.

HIGH SCHOOL PATHWAYS

Our recent graduates are currently attending the following high schools:

- Arizona College Prep
- Brophy College Preparatory
- Corona del Sol High School
- Desert Vista High School
- Hamilton High School
- Phoenix Country Day School
- Seton Catholic Preparatory
- Tempe Preparatory Academy
- Valley Christian High School
- Xavier College Preparatory

SUMMIT SCHOOL, HEAD OF SCHOOL SEARCH

Summit School is a Toddler-8th grade school in a charming part of the Greater Phoenix area (the Ahwatukee Highlands). Founded in 2001, Summit has gained a reputation for being a strong private independent school supported by a highly-involved parent community and tenured faculty. Summit's preschool is accredited by the National Association for the Education of Young Children (NAEYC), received a 5-Star rating from Quality First, and is a major attraction bringing new families to the school. Summit's Elementary and Middle School programs have earned nationally recognized accreditation from the North Central Association Commission on Accreditation and School Improvement (NCA CASI), an accreditation division of AdvancED®. Summit's integrated, project based curriculum and strong STEAM foundation are some of the many benefits the school provides its students.

OVERVIEW OF HEAD OF SCHOOL POSITION

The Head of School at Summit School will lead a toddler through eighth grade, private, independent school that equips creative innovators by providing a safe and joyful place for students to discover and achieve their full potential. We are seeking a dynamic professional who brings creativity, passion, and strategic vision to guide the school as a thought and practice leader in challenging, applied, content mastery, and social-emotional growth. As the educational leader, the Head displays a genuine commitment to student success and achievement, supports and motivates teachers to excel in their teaching and learning endeavors, and supports the fiscally responsible operations of the school. The Head works closely with the Board of Trustees and the Director of Business Operations, develops relationships with all relevant constituencies in the school and community, and strives to engage all members of the school community in the successful implementation of Summit's mission and vision.

PRIMARY RESPONSIBILITIES

VISION, COMMUNICATION, AND STEWARDSHIP

- Act as the primary visionary, spokesperson, and advocate for Summit
- Exemplify and support Summit School's mission, vision and values.
- Foster a positive school atmosphere that features excitement about learning and respect for others and cultivates a collective sense of purpose.
- Develop and strengthen relationships with and among students, staff, and parents.
- Communicate effectively, articulately and inclusively all school policies, procedures, information, and news.
- Build relationships between the school and its parents, the local surrounding community, and the larger Phoenix community.
- Work in cooperation with the Board and Business Office personnel to develop and build upon school development efforts.

INSTRUCTIONAL AND CURRICULAR LEADERSHIP

- Guide and oversee the development, enhancement, and delivery of all educational programs, toddler through grade 8.
- Promote excellence in the school's curriculum and in student achievement by building upon the school's STEAM-based program that emphasizes high academic achievement while developing well-rounded learners, both academically and socially.
- Support initiatives to ensure smooth transitions from preschool to elementary school, from elementary to middle school, and middle school to high school.
- Promote the development of research-based methods of instruction to ensure the success of all students, combining the best of traditional and innovative educational practices.
- Identify appropriate metrics for institutional, grade-level band, and individual student success, and use qualitative and quantitative data to assess performance and drive goals and decision making.

FACULTY AND STAFF LEADERSHIP

- Conduct fair and equitable recruitment practices to identify outstanding faculty and staff candidates to support school and student success in alignment with Summit's mission and vision.
- Work in cooperation with Business Office personnel to prepare and submit hiring package details.
- Support and retain an outstanding faculty and staff by fostering an atmosphere in which educators can develop their crafts to the highest possible potential.
- Strategically manage staff resources, assigning and scheduling faculty and staff to roles and responsibilities that optimally align with the learning and success of the student body.
- Regularly observe, mentor, and coach faculty and aides to ensure student success.
- Ensure timely comprehensive performance evaluations are completed for all employees within each academic year.
- As needed, develop individual programs of improvement for employees.
- Lead whole-school professional development that drives high impact improvements in instructional practices and fosters excellence among all staff.
- Develop and administer systems for fair and equitable management of conflict.

STEWARDSHIP OF STUDENT SUCCESS

- Engage in regular and open two-way communication with families about student successes, needs, and opportunities.
- Collaborate with staff to evaluate students' academic performance, behavior, social-emotional development, and physical health.
- Oversee benchmark testing, as applicable.
- Lead analysis of, and develop teachers' ability to analyze student data to identify strategies that move students toward subject mastery.
- Ensure a fair and reasonable student behavior management system.
- Maintain awareness of student retention rates and partner with Business Office personnel on development and implementation of data-driven plans to improve student retention with a focus on improving key areas of attrition.

ACCOUNTABILITY

- Provide oversight of the standards, policies, and protocols set forth in the handbook to ensure they are maintained by students, families, and staff.
- Respond to all correspondence from the Board, faculty, staff, parents, and other Summit stakeholders in a professional, respectful, and timely manner.
- Participate constructively in the Head of School evaluation process.
- Attend monthly Board of Trustee meetings and collaborate with the Director of Business Operations to keep the Board up to date on school affairs.
- Work closely with the Board of Trustees and administrative personnel to ensure the financial stability and sustainability of the school.

QUALIFICATIONS AND CHARACTERISTICS

EDUCATION AND EXPERIENCE

- Graduate degree in relevant area; educational leadership degree preferred area
- At least five years of successful teaching experience
- At least five years of successful leadership experience in an educational setting, preferably a private, 501c3 nonprofit school
- Certification as appropriate

SKILLS AND KNOWLEDGE

- Knowledge of current best practices in implementing an integrated, thematic approach to instruction in a S.T.E.A.M.-based framework
- Strong interpersonal skills, including the ability to communicate effectively and passionately— both orally and in writing—across a wide variety of situations and stakeholders
- Understanding of child/adolescent development and educational psychology
- Skills for building relationships with people from diverse backgrounds and perspectives, and for ensuring that all school constituents feel heard and respected
- Ability to promote ongoing development of Summit’s strong sense of community among students, parents, faculty, and staff, and to extend this to relationships with the local community
- Ability to devise and implement approaches to support the recruitment, development, and retention of excellent educators
- Outstanding managerial and organizational skills, including the abilities to set priorities and use time efficiently
- Ability to make and implement clear, yet sometimes difficult, decisions
- Demonstrated ability and record of solving complex problems that may involve competing interests

PERSONAL TRAITS

- Honesty and integrity
- Energetic and motivating for teaching and learning
- Love for and advocacy of children with ability to make personal connections with toddlers through middle school aged children
- Transparent, objective, decisive, and consistent in decision-making
- Accessible, warm, friendly, and respectful
- Creative, open-minded, and strategic thinker

APPLICATION INSTRUCTIONS

Interested candidates are asked to submit the following documents via email attachments to: **searchcommittee@summitschoolaz.org**.

1. Cover letter addressed to the Summit School Search Committee expressing interest in and qualifications for the position.
2. A current resume.
3. A statement of educational philosophy (1 – 2 pages).
4. Two examples of writing on a school or education topic.
5. Five references (including email addresses, and telephone numbers) who can be contacted confidentially at the early stage of discovery.
6. Three letters of reference.

LEARN MORE ABOUT SUMMIT AT [SUMMITSCHOOLAZ.ORG](https://summitschoolaz.org)

HIGHLIGHTS ABOUT SUMMIT SCHOOL

SUMMIT IS A TODDLER-8TH GRADE PRIVATE, INDEPENDENT SCHOOL KNOWN FOR:

- High academic standard
- Small class sizes
- Project-based learning
- Degreed Teachers
- STEAM Curriculum
- Involved parents and school community



EARLY EDUCATION PROGRAMMING

Summit offers early education programming for toddlers (18 months through 3 years), preschool (3 years), and pre-Kindergarten (4 years). In our early education programming, each class has a full time teacher supported by a caring Teacher Assistant. Students are supported and challenged by experienced teachers who allow for a flexible curriculum based upon students' interests. The students learn through their own curiosity and grow as a class throughout the year through collaboration, and play based discovery. Our early education students attend specials including library, music, art, Spanish and Tumble Town.

Summit is a NAEYC-accredited preschool that welcomes students ages 18 months to five years old preparing for Kindergarten. We are committed to every student's personal and academic growth. Our private preschool curriculum is research-based, developmentally appropriate, and taught by educated and experienced teachers.

ELEMENTARY

Summit's expert teachers and small class sizes help students love learning as they grow intellectually, socially, and emotionally. Our elementary students feel safe and cared for as they stretch themselves to be their best. The S.T.E.A.M. (Science, Technology, Engineering, the Arts, Mathematics) standards-based curriculum challenges students to apply learning as communicators and critical thinkers. In addition to rigorous core subject instruction with classroom teachers, full-time literacy and math specialists provide additional support for a range of student learners. Separate classes with specialist teachers in science, Spanish, music, technology, physical education, library, and visual arts equip students with the broad 21st century knowledge and skills they need to thrive.



MIDDLE SCHOOL

Summit's middle school offers challenging academics alongside incredible experiences and opportunities that develop our students into caring, compassionate young adults. We are known for our rigorous STEAM-based curriculum that builds both students' intellect and character. Our Middle School environment stimulates intellectual curiosity, independent thinking and creative problem solving. Due to our small class sizes, educated teachers, and individualized attention students receive a Middle School experience that cannot be duplicated. At Summit, we promote an inclusive, safe middle school environment.



ELECTIVES

- Robotics
- Theater
- Foreign Language
- Speech & Debate
- Band
- Physical Education
- Yearbook
- Visual Arts





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CONTACT THE HEAD OF SCHOOL SEARCH COMMITTEE AT:
searchcommittee@summitschoolaz.org

