



Hill School of Fort Worth is looking for a dynamic, committed individual to fulfill the role of Assistant Head of School. Located in southwest Fort Worth, Hill School is a college preparatory, private school currently serving 130 students in grades K-12 who have been diagnosed with dyslexia, dysgraphia, dyscalculia, ADHD, high-functioning ASD, and other learning differences. Our dedicated 30-member faculty enjoys small-group instruction in core subject areas to ensure that all students have an opportunity to reach their full academic potential. Students also explore interests and affinities through athletics and fine arts. Hill School's mission is to partner with families to provide an education for students who learn differently by addressing the needs of the whole student in a supportive environment. To learn more about Hill School, visit www.hillschool.org.

Assistant Head of School

Goal/Objectives: The Assistant Head of School is responsible for spearheading the academic mission through faculty leadership and managing Hill School's comprehensive educational program.

The Assistant Head of School holds a significant leadership position, reports to the Head of School, and leads the educational team. This position reaches across all levels and departments of a K-12 school, represents the Head of School when needed, and has a steady presence at campus events. The AHOS will work closely with the Head of School and the leadership team to provide counsel and perspective, and act as a trusted thought partner. This leader will make decisions consistent with the core values and culture of Hill School. This position is a year-round (12-month), full-time leadership role.

This position plays a significant role in:

- Guiding educational decisions to improve the learning experience for LD students.
- Collaborating with the Head of School to make strategic decisions.
- Supporting faculty to ensure a positive experience for students and families.
- Building relationships to maintain strong rapport with school stakeholders.
- Overseeing daily routines to provide consistency for students, faculty, and staff.
- Managing logistics to prepare the School for upcoming accreditation visit.

Primary responsibilities include:

1. Collaborate with the Head of School to mentor and lead department heads by providing strategic direction and ensuring efficient partnerships among all departments. Work together to effectively resolve routine and complex school challenges and direct the leadership team forward strategically and collaboratively.
2. Manage all aspects of faculty employment and engagement. This includes, but is not limited to recruitment, hiring, onboarding, assigning responsibilities, evaluation, and professional development. The AHOS will foster an environment conducive for continuous professional growth, collegial engagement, and success.
3. Lead the development and improvement of all K-12 curriculum and establish a cohesive curriculum path between grades and age group divisions.
4. Manage the development and implementation of academic and educational components of the School's strategic plan.

5. Support and guide the education team to ensure excellence in the delivery of academic instruction and administration of educational and extracurricular programs.
6. Work with the leadership team to coordinate a comprehensive calendar of academic schedules, assemblies, programs, and student life activities.
7. Facilitate regularly scheduled meetings for faculty and staff to build rapport, review routine operational matters, generate idea exchange, and plan upcoming events or activities.
8. Coordinate the accreditation process for the School and manage ongoing improvements related to the goals established by the accrediting agency, Cognia.
9. Partner with both internal and external leaders and stakeholders to ensure that the strategic direction and vision of the school are reflected and supported in the work that we do.

This role might be for you if you are...

- A leader who is forward-thinking, strategic, and possesses a positive mindset.
- A team player who can foster an “esprit de corps” environment among faculty and staff.
- A thought leader who is committed and demonstrates continuous improvement, intellectual curiosity, and an analytical approach to problem-solving.
- A time manager who demonstrates the ability to manage multiple projects for achieving immediate and long-term goals.
- A communicator who can navigate parent, faculty, and student issues with empathy, fairness, and grace.
- A community builder who understands and embraces the complexities of working in a small, independent, LD school.
- A visionary who will build upon the School’s strong foundation through thought-provoking ideas and engaging new possibilities.

An ideal candidate will have, at minimum, a bachelor’s degree and leadership experience in a school setting. A background or experience in the field of learning differences is a plus. This candidate must have strong interpersonal and written communication skills. Special consideration will be given to candidates who bring a demonstrated leadership style that embraces and models a passionate and energetic commitment to the School’s vision and an ability to inspire others to act. He or she must be able to clearly articulate an approach to building and sustaining an inclusive community of faculty and families. Additionally, candidates should have applied knowledge in current educational technology practices and proven pedagogical practices, exhibiting evidence of continuous learning and professional development.

Send cover letter, resume/CV, and educational leadership philosophy to:

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Head of School
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