

Head of Upper School (Grades 6–12)

Wayne Country Day School | Goldsboro, North Carolina

Wayne Country Day School is seeking a dedicated and visionary educational leader to serve as **Head of Upper School**, overseeing Grades 6–12. This role provides an exciting opportunity to lead a vibrant, academically rigorous, and student-centered learning environment in alignment with the school's mission: to prepare students for college and the world beyond.

The Head of Upper School is responsible for the overall leadership, daily operation, and strategic direction of the Middle and Upper School divisions. Reporting to the Head of School, the Head of Upper School works collaboratively with faculty, staff, students, and families to foster a culture of intellectual curiosity, personal responsibility, and academic excellence.

Position Responsibilities

- Provide leadership, vision, and oversight for all aspects of the Middle and Upper School programs.
- Support and mentor faculty in the development and delivery of a dynamic, relevant, and rigorous curriculum.
- Maintain a strong academic and behavioral culture rooted in mutual respect, high expectations, and student growth.
- Supervise and guide faculty through regular observation, feedback, and professional development.
- Lead the Academic Committee, composed of department chairs and the learning support team.
- Oversee student academic progress and grading, including narrative comments and parent communication.
- Partner with families to support student learning, development, and well-being.
- Manage student discipline with fairness, consistency, and compassion.
- Promote a positive school climate that reflects the school's core values and fosters strong relationships across the community.
- Serve as a key liaison between faculty and administration.
- Teach up to two academic sections.
- Participate fully in the life of the school, including attending and leading meetings, school events, and community activities.

Qualifications & Desired Attributes

- Significant teaching and administrative experience, ideally in an independent school setting.

- Bachelor's degree required; advanced degree in education or related field strongly preferred.
 - Demonstrated success in faculty leadership, student support, curriculum development, and program management.
 - Deep understanding of adolescent development and the academic, social, and emotional needs of middle and high school students.
 - Strong interpersonal and communication skills with a collaborative leadership style.
 - Ability to maintain high standards while fostering a supportive and inclusive environment.
 - Technological fluency and the ability to support innovation in teaching and learning.
 - Enthusiasm for leading in a close-knit, mission-driven school community.
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Application Process

Interested candidates should submit the following materials **as a single PDF file** to **Barbara Baker at bbaker@waynecountryday.com**:

- A cover letter describing your interest in the role and alignment with WCDS's mission and values.
- Résumé.
- A statement outlining your educational philosophy and leadership approach.