



### ***Assistant Director of Horizons***

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life, based on honor, respect, growth, and personal authenticity.

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

### **Position Overview**

The Horizons program at Miss Hall's School is an experiential learning and community-based curriculum. Through weekly on- and off-campus internships, volunteer opportunities, class-wide projects, and workshops, students build leadership and advocacy skills, explore career interests, and influence the world around them.

Miss Hall's School seeks a full-time Assistant Director of Horizons to support the Horizons department and deliver mission-consistent, girl-centered, innovative programming to students in grades 9-12. The Assistant Director will work closely with the Director of Horizons to implement key elements of the program and facilitate grade-level curricular outcomes and experiences for students. We seek a collaborative and creative professional who will work closely with community members across the School and develop strong community partnerships.

Candidates should have a minimum of a Bachelor degree and 2 years' experience in program design and leadership. Experience in a school setting strongly preferred; demonstrated commitment to equity and inclusion and experience serving a diverse, global community required.

### **Job Responsibilities**

- Advises a grade-level Horizons experience; conducts independent advising with each member of the class; teaches curriculum designed to support the students' experience and prepare them for future community learning
- With the Horizons Team, envisions and implements innovative programming and collaborates with other departments for interdisciplinary learning
- Identifies learning opportunities and internships for students
- Coordinates and develops relationships with community partners
- Coordinates transportation for the Horizons program
- Conducts site visits to internship and partner locations
- Teaches and facilitates relevant Horizons classes and experiences
- Assists in coordinating administrative aspects of the Horizons program, including regular communications to community partners
- Five weekend duties



## Requirements

- Confidence and knowledge to support the implementation of existing curriculum and continued program development
- Ability and experience working with students
- Strong organizational skills
- Facile with technologies for communicating with community constituents and managing logistics
- Dedication to the growth and mentorship of young women and students
- Experiences and/or competencies related, but not limited to:
  - *Experiential and Service Learning, Project-Based Learning, Placed-Based Learning, Community Engagement, Community Action and Advocacy, Social Emotional Learning, or Understanding by Design Curriculum Development*

*Salary benchmarked with NAIS medians and commensurate with experience*