

Path to Leadership: Becoming a Division Head

Lisa Sun

Lower School Principal at The Park School of Baltimore (currently)
Head of School at The Philadelphia School (July 2018)

Head of School (July 2018): The Philadelphia School

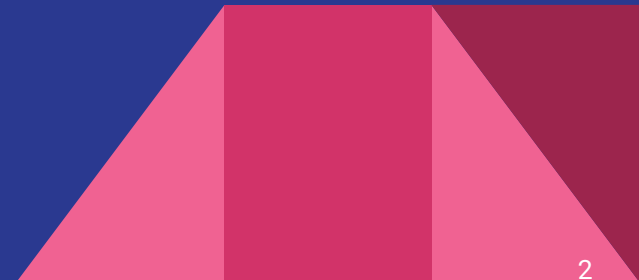
Lower School Principal (2014–2018) Park School of Baltimore

Lower School Asst. Principal (2011–2014) Park School of Baltimore

Diversity Coordinator: (2002–2011) Nashoba Brooks School

Art Teacher: (1994–2011) Lower, Middle, Upper (Public and Private Schools)

Dorm Parent (9 years)



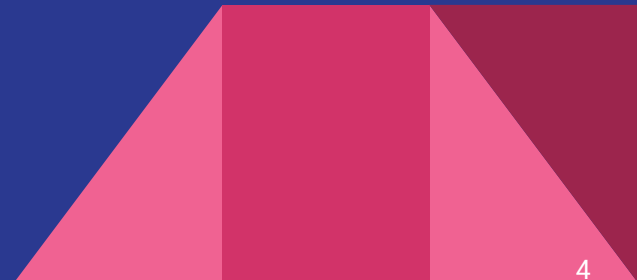
Questions we hope to answer today:

Are you ready for a division headship and how do you know?

What should or can you do to prepare for a division headship position?

PATH TO LEADERSHIP

Who's in the room?



Think → Pair → Share

Why do you want this role?

What types of experiences do you think one needs to step into this role?

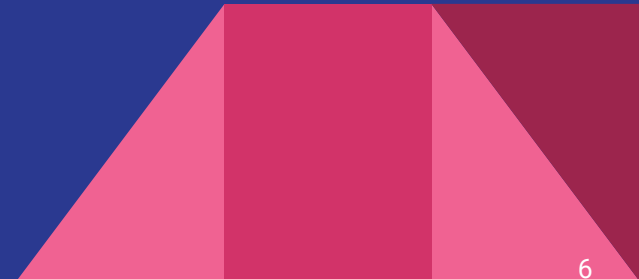
What is one thing you have already done that makes you a strong candidate?

Think → Pair → Share

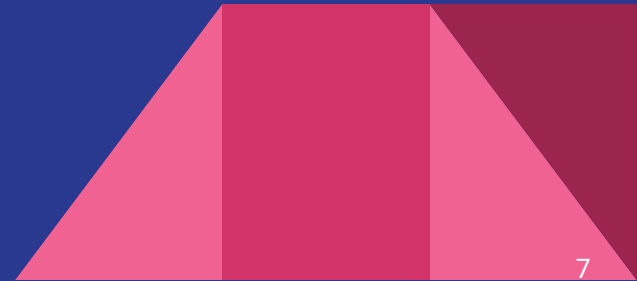
Knowing your next steps...

What additional experience might you need?

What's one gap that you would like to address?



What gaps were discussed?



What gaps were discussed?

- Supervision & Evaluation
- Cultural Competency
- Hiring
- Curriculum Development
- Co-Curricular
- Scheduling
- Discipline
- Difficult Conversations
- Admission work

Think → Pair → Share

From the list, what areas do you need to work on?

How will you address any gaps in your current experience to prepare for divisional leadership?

Addressing those Gaps

- Supervision & Evaluation
- Cultural Competency
- Hiring
- Curriculum Development
- Co-Curricular
- Scheduling
- Discipline
- Difficult Conversations
- Admission work
- Continuing Education

In addition,
you can get started on
HOMework

What can you do to prepare to apply?

Preparing Yourself

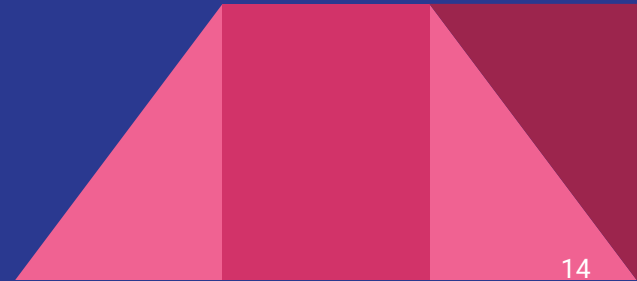
- Keep an updated resume and supporting materials
- Keep a log of challenging situations and curate specific stories to tell
- Create a chart of all searches to stay organized
- Find mentors to advise you through the search process
- Subscribe to The Green Sheet

Prepare For The School

- Research the school thoroughly (website, strategic plan, publications)
- Write a cover letter specific to the school and its mission and/or philosophy
- Understand the culture & priorities of the school
- Prepare questions ahead of time for each interview slot / group

Once you get that invitation...

Prepare for the campus visit



Division Head Finalist Sample Campus Visit Schedule

7:30-9:00	Breakfast with Search Committee
9:00-10:00	Class Observations
10:00-10:45	Academic Team
	[break]
11:00-11:45	Campus Tour
11:45-12:15	Drop-In Faculty Session
12:15-1:00	Lunch with Students
1:00-2:00	Divisional Support Team
1:00-2:20	Administrative Assistant
	[break]
2:30-3:30	Head of School
5:30 p.m.	Dinner with Search Committee

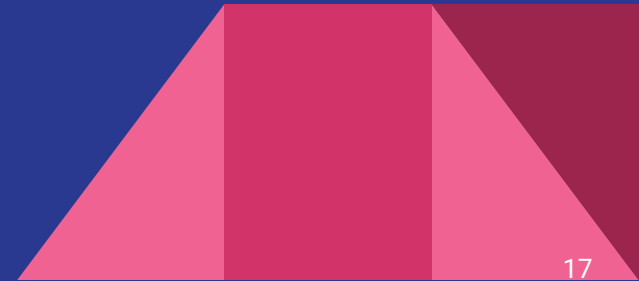
8:30-9:15	Drop-In Parent Session
9:15-9:50	Division Heads
10:00-11:00	Assembly & Presentation
	[break]
11:15-12:15	Drop-In Faculty Session
12:15-1:00	Lunch with Department Chairs
1:00-1:45	Meet with College Counselor or Placement Counselor
1:45-2:15	Associate Head
2:15-3:00	Senior Administrative Team
	[break]
3:15-4:15	Faculty Presentation & Questions
4:30	Wrap up with Head of School

Things to keep in mind...

- Range of constituents (admin, faculty, parents, students, trustees)
- Public speaking
- Food & stamina
- External vs. Internal candidates
- Presentation of self
- Name your truth

Important Strategies:

Keep your eyes on the prize,
make a plan,
and find your people.



**Good luck and
stay in touch!**

Lisa Sun

Park School of Baltimore

The Philadelphia School (July 2018)

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