Phoenix Friends
Middle School

The City is Our Classroom

Head of School Opportunity Statement

2022-2023
The Opportunity

A new Quaker school in Arizona, the Phoenix Friends Middle School (PFMS) is on schedule to open fall 2023 with a class of 5th and 6th grade students. We will enroll grades 7 and 8 in each of the following two years. This small, independent school will offer project-based learning across standard subjects with multiple co-curricular and service opportunities.

PFMS seeks an enthusiastic educator with Friends School experience and a personal commitment to Quaker values and Quaker decision-making practices to become its **founding Head of School**. This is an exciting opportunity for a creative, visionary leader to have a significant impact on a learning community by assisting in the inception and development of PFMS.
PFMS Mission

Drawing on Quaker values and educational best practices, we nurture the innate goodness, desire to learn, and special gifts in all of us. Our vibrant curriculum engages young minds through project-based experiences in the classroom and the community. Making meaningful connections across subjects from the sciences to the arts, we encourage the deep learning, skills, and understanding needed to thrive in middle school, high school, and beyond.
Quaker Testimonies: SPICES

Quakers agree to a core set of values known as testimonies. The acronym SPICES is commonly used by Quaker schools. The Phoenix Friends Middle School is committed to upholding these values in our school community:

- SIMPLICITY
- PEACE
- INTEGRITY
- COMMUNITY
- EQUALITY
- STEWARDSHIP
What Makes Us Different?

- Quaker Faith & Practice
- Service Learning
- Quaker Decision-Making Process
- Meetings for Worship
PFMS – Opening August 2023

- 2020:
  - Friends Council on Education/ National Advisors/ Lead Consultant
  - 501c3 Nonprofit Incorporation (Independent Friends School)
- 2021:
  - Curriculum Consultants
  - Website/ Promotions
  - Head of School Search
  - Final Site Selection
  - Board of Directors Meet
PFMS – Opening August 2023

- Summer 2022: The Head of School-elect will begin work to focus on:
  - Public relations and marketing
  - Curriculum development and refinement
  - Hiring
  - Staff development
  - Buildings and grounds readiness
  - Student recruitment
  - Fund development
  - All other preparations for August 2023 school opening
Middle School Curriculum

- English Language & Literature
- Cultural Studies/History/Civics
- STEM + Coding
- Religious Literacy
- World Languages
- Art, Theatre, & Music
- Quakerism & Service Learning
- Athletics & Health
- Community Service
Community Partners

- Arizona School for the Arts
- Childsplay Theatre
- Desert Botanical Garden
- Museums
  - Heard Museum
  - Arizona Science Center
  - Phoenix Art Museum
  - Musical Instruments Museum
  - Museum of the West
HOS Key Responsibilities

Educational Leadership:
- Promote the School’s mission, making it the center of all decisions and actions.
- Develop and lead programs to blend Quaker Faith and Practice with age-appropriate learning standards for middle school students.
- Effectively message and market the School’s vision and mission.
- Ensure PFMS meets licensing and State of Arizona requirements.

Educational Management:
- Recruit, hire, train, evaluate, and support an exceptional faculty and staff.
- Oversee the integrity, quality, and enrichment of the curriculum.
- Facilitate implementation of the curriculum by assuring availability of resources.
Marketing, Recruitment & Enrollment:

- Articulate the unique qualities of the Friends approach to the Phoenix region.
- Oversee all communications and marketing to ensure consistency, and alignment with Vision and Mission.
- Oversee and support the admission process.
- Support the cultivation of prospective students.

Board of Directors

- Attend bi-monthly and called Board meetings as ex officio member.
- Submit a written report of PFMS progress to every Board meeting.
- Participate in annual goal-setting and performance review.
Desired Candidate Qualities

▪ A dedication and commitment to the School’s mission and Quaker values.
▪ A friendly and welcoming demeanor and the ability to communicate with students, staff, and parents in an open and professional manner.
▪ A love of working with children and adults.
▪ An ability to think creatively and positively about complex problems.
▪ Cultural competency with the ability to actively promote equity, inclusion, and belonging.
Preferred Candidate Experience

- Bachelor’s Degree required/Advanced degree preferred.
- Experience with Quaker/Friends education.
- Prior school leadership/management, and/or teaching experience.
- Experience managing people in a complex nonprofit organization.
- Knowledge of web-based systems for managing programs, tracking budgets, and communicating online with various audiences.
- Experience managing the financial aspects of an organization.
- Knowledge/experience engaging in marketing of and development for an organization.
How to Apply

Qualified candidates are asked to provide a resumé, cover letter, and a one to two-page educational philosophy statement to our Search Consultant Brooke Carroll at brooke@aciesstrategies.com no later than May 1, 2022.

More information can be found at https://phoenixfriendsschool.org/

Phoenix Friends Middle School is an Equal Opportunity Employer