



# GERMANTOWN ACADEMY

Germantown Academy is a PreK-12th Grade, coed, nonsectarian, college preparatory school serving more than 1,160 students in a day school environment. Located in Fort Washington, Pennsylvania, a close suburb of Philadelphia, GA has a rich tradition of taking approaches to learning that yield inquisitive learners and confident, collaborative individuals.

Rich Schellhas is beginning his fourth year as Head of School in 2019-20, and 11th year overall at Germantown Academy. He is chairing our search committee to recruit an engaging educator and faculty mentor as the next **Head of Upper School**, a position that will commence on July 1, 2020 with the 261st Class at Germantown Academy. Salary and benefits are highly competitive and commensurate with experience. In addition, 100% tuition remission is available for a total of two children who qualify for admission and for whom space is available.

GA employs 75 talented and experienced faculty to serve as teachers in the Upper School, three-quarters of whom hold advanced degrees. The standard teaching load includes four classes and supervision of extracurricular activities. The average length of employment of current full-time faculty across the school is 14 years. Germantown Academy boasts a school-wide student: faculty ratio average of 8:1.

“*For more than 250 years, we have strived to bring out the best in our students, and our proud alumni/ae, leaders in their own right around the world, are living proof that our mission works. With an ideal mix of independent school excellence and creative, innovative thinking and practice, GA opens doors to new interests and opportunities, lifelong relationships, and a stellar education. In the end, however, we teach our students to find and open their own doors, to stride through them confidently, to hold them wide open for others. Around every corner of our school you will see children in the process of becoming, exploring, questioning, wondering, and growing in deep, meaningful ways – often in directions you may never have predicted had they not immersed themselves in the experiences awaiting them in our classrooms and outdoor learning spaces, on our fields and our stages. Our 126 acre campus affords us the resources necessary to help students become their best selves.*

— Rich Schellhas





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## GERMANTOWN ACADEMY MISSION STATEMENT

Germantown Academy inspires students to be...

**Independent in Thought  
Confident in Expression  
Compassionate in Spirit  
Collaborative in Action  
Honorable in Deed**

The Mission Statement serves as GA's touchstone for all curricular and programmatic ideas as well as the philosophic structure under which current and future strategic vision statements are organized and assessed.

These 21 words guide and inspire every member of the GA community, from the PreK student to the graduating senior, from the Head of School to the oldest alum.

## GERMANTOWN ACADEMY CIVILITY PLEDGE

In living its Mission, GA pledges to be a community grounded in respect and committed to courtesy.

We adhere to the standards embedded in the Civility Pledge and in the Mission Statement throughout our interactions in the GA community, including curricular, extra-curricular, and social environments by:

1. Honoring GA's mission as an inclusive, diverse community.
2. Treating all members of GA with respect and civility.
3. Supporting an educational environment that encourages the development of positive learning attitudes and habits.
4. Seeking understanding in the spirit of collaboration.
5. Communicating compassionately and honorably.





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The current Upper School enrollment is 567 (senior class of 139 returning students) with 31% students of color. Forty percent of Upper School students receive financial aid or tuition remission. GA is accredited by The Pennsylvania Association of Independent Schools.

As a rigorous independent school, GA requires students to carry at least 5 credits in grades 10-12 and 6 credits in grade 9 (5.5 if the half credit is a performing arts course). All GA courses are college preparatory; courses meet six out of seven days per rotation.

Minimum graduation requirements include 20.25 credits as delineated below plus 5 semesters of Physical Education:

English 4.25 Credits	Science 3 Credits
History 3 Credits	Math 3 Credits
Language 3 Credits	Health .5 Credits
Arts 1 Credit	Electives 2.5 Credits

Other non-academic graduation requirements include a Senior Project, two significant extracurricular activities per year, and 45 hours of service-related activity either on or off campus.

One hundred percent of GA Upper School graduates enter college and universities, with many of them being accepted to the most competitive universities across the country. GA had seven graduates in 2019 named National Merit Semifinalists, and two of those students earned National Merit Scholarship Awards. Twenty-eight members of the Class of 2019 were inducted into GA's Cum Laude Society, while 18 were included in the National Science Honor Society, 17 were inducted into the National Math Honor Society, and 17 more were honored with induction in the Société Honoraire de Français, Sociedad Honoraria Hispánica, and the 全美中文荣誉学会简介 (National Chinese Honor Society). On a daily basis, GA offers 19 Advanced Placement courses, ranging from English and Spanish to Statistics and Physics, and a rich array of honors electives.

The Class of 2019 had 54 students complete 148 AP exams (in 2016, 2017, and 2018) with 97% scoring a 3 or higher and 82% earning scoring a 4 or 5.





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Germantown Academy is **nationally recognized** in all areas of education. It consistently competes for championships in the highly competitive Inter-Ac League, which is the country's oldest inter-scholastic athletic conference. The athletic program can boast of Olympic-level swimmers, national Prep wrestling champions, numerous nationally ranked girls and boys sports teams, and graduates who have played in professional baseball, basketball, soccer, and hockey leagues. Students from all areas of the arts program, from theater to photography, regularly achieve local and national recognition, and graduates are currently appearing on stage on Broadway and in nationally-released films. Graduates of GA every year earn admission into the most highly selective U.S. colleges and universities, but Germantown Academy is most proud of the emphasis it places on finding the right schools for its variety of students, whether those schools are specialized schools in the arts or universities in other countries.



The Upper School at Germantown Academy is fully immersed in the **House System**. At the beginning of each year, seven House Heads welcome 80 students to their Houses. Each of the seven Houses has an equal number of students from each class. Each House has eight advisors, two for each grade level, and each advisor had 10 advisees. Faculty work together, discussing students and getting to know all the kids in the House, not only their own advisees. Students remain in the House until graduation, where they receive their diploma by House.



The seven House Heads oversee each House member's academics, attendance, personal concerns, and activities. House Heads also encourage activities initiated and run by the students. They work with two prefects (a senior girl and a senior boy) who lead the House and run House meetings, which occur two mornings a week. The House Heads also meet twice a week as a group to discuss school issues, to plan for major events, and to strive for consistency across the division.



The **Beard Center for Innovation** consists of two dynamic spaces to engage students deeply in their learning — a makerspace and a larger, flexible innovation lab. The innovation lab is used to collaborate, share resources and knowledge, and generate ideas. It also houses our robotics field. The new ideas take shape in the makerspace, where students develop projects with the use of 3D design software, a laser cutter, computers, and a variety of materials. The Beard Center provides a hub for these innovative teaching and learning initiatives, which are centered on project-based learning and a collaborative, creative, problem-solving process.



## HEAD OF UPPER SCHOOL RESPONSIBILITIES

-  Run daily operations and decorum of Upper School and the development and implementation of the social, emotional, academic, and extracurricular programs within the framework of the school's mission statement and goals.
-  Develop a vision and identity for the Upper School which is developmentally appropriate and which fits into the sequence of the broader PK-12 community.
-  Supervise the hiring process within the division.
-  Provide supervision and evaluation of department heads, House Heads, faculty, and staff within the division.
-  Meet regularly with department heads regarding the curriculum and oversee the academic life of the division.
-  Meet regularly with the House Heads to manage the daily life of the school, oversee the House System, keep tabs on student matters, and plan student life events.
-  Facilitate regular group and individual faculty meetings with meaningful, productive agendas, which further the needs of the school and the professional needs of Upper School teachers.
-  Develop positive relationships with students, faculty, parents, and the administration, which includes having a working knowledge of every student's academic and extracurricular program and social and emotional health, fostering partnerships with parents, and developing collegiality among faculty.
-  Handle all major disciplinary matters involving students.
-  Work, in consultation with the Head of School, with current Upper School administrators to evaluate the existing administrative structure and to develop and enhance it as needed to lead, manage, and carry out the division's needs.
-  Create and oversee Upper School budgeting, including professional development.
-  Oversee the division's facilities, and work with the Director of Facilities to make sure needs are met.
-  Be a visible presence in all areas of school life.



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## ALL-SCHOOL RESPONSIBILITIES

-  Meet regularly with the Head of School to keep him abreast of all relevant student, faculty, and parent concerns within Upper School. The Head of Upper School will also work with the Head of School to develop, monitor, and revise the academic program, and follow through on divisional and institutional goals.
-  Consult with the Head of School regarding the hiring needs within the division to determine the needs of the division. The Head of Upper School will then coordinate with his or her department heads regarding the search process.
-  Coordinate with the Head of School and the Director of Faculty Professional Development regarding the professional development opportunities within the school as well as opportunities outside of school, the management of faculty and staff issues, and faculty evaluation.
-  Serve on the following committees: Heads of Schools, One School Learning, One School Committee, Admission, Equity and Inclusion Leadership Team, and other division or ad hoc committees as relevant or required. The Head of Upper School is also expected to attend all Board of Trustee meetings.
-  Collaborate with the Lower and Middle School Heads to develop and implement a school-wide educational vision and program.
-  Approach the work at hand with a one-school, collaborative perspective, seeking to communicate effectively and proactively with all constituencies regarding divisional activities that may affect the community at large.
-  Work collaboratively and proactively with members of the broader administration, including the Business Office, Director of Equity and Inclusion, Parents' Committee representatives, Facilities, and the One School Committee to serve the mission and goals of the school.

## QUALIFICATIONS

- A minimum of a master's degree is required;
- Demonstrated administrative experience as a school leader;
- Significant experience with and knowledge of Upper School students, their developmental needs, and Upper School curriculum;
- Outstanding teaching credentials and the ability to teach one course in the Upper School;
- Demonstrated experience as an academic leader;
- Flexibility, imagination, and outstanding communication skills.

***To apply for the position, please assemble a portfolio including the following information:***

Detailed letter of interest | Resume | Personal statement | Undergraduate and graduate transcripts  
A contact list of at least 3 references, including at least one current supervisor

Portfolios may be submitted electronically at: [www.germantownacademy.net/about/work-ga](http://www.germantownacademy.net/about/work-ga)