



## Head of Upper School

The Greene School  
*West Palm Beach, Florida*

The  
Greene  
School

### Introduction

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Founded in 2016 by philanthropists Mei and Jeff Greene, The Greene School (TGS) is the premier secular independent school in West Palm Beach, Florida, enrolling 180 high-achieving and high-potential students in the Pre-K program through grade 9.

Building upon its early success in educating elementary and middle school students, TGS has embarked upon the creation of a distinctive new upper school. In the fall of 2023, when the school opens its new state-of-the-art high school facility, it will add a tenth grade, with grades 11 and 12 to follow in successive years. The long-term goal is to maintain a healthy enrollment of 120-160 students in the Upper School.

TGS seeks a thoughtful, outgoing, energetic Head of Upper School to join the senior leadership team. Reporting directly to the Head of School, the new division leader will have the rare chance to shape the culture, curriculum, and values of the Upper School as it looks to graduate its first class in 2026.

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**Priority Application Deadline**

**October 6, 2023**

This is an excellent career opportunity for a forward-looking educational leader who is passionate about meeting the unique needs of high-ability students and who is eager to join a first-rate team of educators at a pioneering institution with world-class facilities.

### **About The School**

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At TGS, students are prepared to analyze situations, make decisions, solve problems, and communicate effectively in a dynamic world. TGS provides a nurturing and caring environment, enhanced by a low teacher-student ratio (1:8). The school's approach to education emphasizes personalized learning that incorporates individual attention, hands-on experiential learning, and a challenging and well-rounded curriculum. The school fosters a supportive and compassionate atmosphere where students learn the skills to thrive in an increasingly dynamic and uncertain world.

The knowledgeable and supportive teachers at TGS play a vital role in the institution's success. They challenge students academically while also imparting essential soft skills. Furthermore, these teachers establish strong connections with their students, fostering a supportive learning environment. They see the best in each student, welcome mistakes as part of an authentic learning process, and find joy in the mutual work of teaching and learning. This instructional approach effectively caters to the unique educational needs of high-performing students, assisting them in overcoming academic and social-emotional challenges.

The small Upper School faculty at TGS boasts an average of 15+ years of experience, with 90 percent holding advanced degrees. Their exceptional track record in education includes successfully preparing students to enroll at top colleges nationwide. TGS takes great pride in the strength of its teaching corps, and the new Head of Upper School will have the opportunity to grow and lead its ranks as the division matures.





TGS's curriculum is designed to be engaging, balanced, and creative, enhancing students' learning experiences, igniting their passions, and cultivating a culture of compassion. Through the expertise of its teachers and the dynamic curriculum, TGS strives to provide a comprehensive education that equips students for success in college and beyond.

Designed around the concept of a "learning garden," TGS's beautiful, newly constructed, state-of-the-art campus features learning spaces conducive to

exploration and discovery. Marrying nature and technology, the luminous spaces support collaboration, physical activity, and other key elements of the school's educational program. The grounds include an organic garden, solar array, Zen garden, turf field, six tennis courts, and indoor-outdoor classrooms.

Please visit the school's website to learn more about the facilities, people, and programs at TGS: [www.thegreenschool.com](http://www.thegreenschool.com).

### **About the Opportunity**

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For a position to begin no later than July 1, 2024, TGS is seeking a Head of Upper School who will report to the current Head of School, Dr. Denise Spirou. The new Head of Upper School will collaborate with Dr. Spirou to build out the Upper School program, ensuring a seamless transition from Lower and Middle Schools to Upper School, with an emphasis on maintaining high academic standards in students who are bright, joyful, and grateful.







The Head of Upper School will enjoy a varied portfolio of responsibilities that touch on all aspects of school life, including academic programs, school culture, enrollment management, operations, facilities, and more.

To continue the transformation of TGS from a Pre-K-8 to a Pre-K-12 institution, the Head of Upper School will need to hire outstanding faculty and help design a robust and rigorous Upper School curriculum that is aligned with TGS's mission, vision, values, and brand. The Head of Upper School will need to be sensitive to the competing imperatives to honor the existing TGS culture and program while creating an Upper School

that reflects the specific needs of high school students. The Head of Upper School will also play a critical role in the school's efforts to recruit and retain 30-40 high-ability students in each grade level.

The new Head of Upper School will also need to build a very strong college counseling program. Although both current families and prospective newcomers to the Upper School will value the intrinsic benefits of a secondary degree from TGS, they will not be immune to the anxieties with which so many parents of high-achieving students approach the college admissions process. TGS will not have a college placement track record to reassure parents, so the Head of Upper School will need to help persuade families that TGS



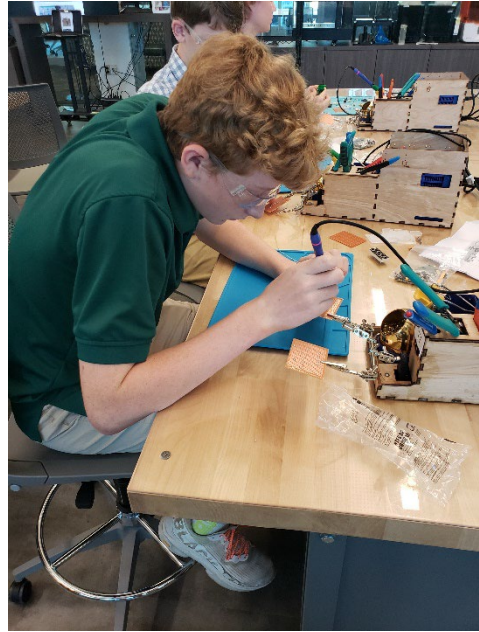
graduates will be prepared to compete for admission to the nation's most selective colleges and universities. To ensure that this issue is squarely addressed, TGS has already hired an experienced Director of College Counseling.

### Who Should Apply

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TGS has launched a national search for an educational leader with the talent and stamina to translate vision into reality. This will be a demanding position with immense potential for personal and professional rewards.

TGS seeks an energetic, empathetic, and flexible educator who is aligned with the mission, vision, and values of the school. Because this is a new and growing division at a young school, the next Head of Upper School will need to be able to lead multiple initiatives simultaneously, from continuing to build the academic program to establishing meaningful relationships with students, families, and faculty and staff. They must be a confident, flexible leader who is highly organized, willing to exercise initiative, able to function with transparency, and eager to communicate and collaborate effectively.



The ideal candidate will have most or all of the following experience and qualities:

#### Professional Experience

- Experience as an upper school classroom teacher and a record of success as an independent school administrator in an upper school.
- A strategic thinker who embraces TGS's philosophy and mission and is passionate about its approach to educating high-ability students.
- High E.Q.; able to establish authentic relationships with all stakeholders in the community.
- Excellent communication skills combined with a willingness to serve as the outward-facing leader of the division in the greater community.
- An entrepreneurial spirit and a love of building a program and a team.
- Experience in hiring, supporting, and evaluating teachers, as well as providing professional development that fosters the collective and individual competencies of the Upper School faculty.

- An eagerness to wear many hats and the energy and foresight to pitch in at any level without being asked.
- An understanding of what makes a successful middle-to-upper school transition.
- Ability to interact with a sophisticated and friendly parent body, including partnering with them in their children's education in a manner that is developmentally appropriate.
- Good judgment in areas related to the health, safety, and well-being of secondary students.
- Knowledge of or experience with admissions, financial aid, and recruitment.

### Personal Qualities

- Intellectual curiosity, creativity, and a demonstrated passion for lifelong learning.
- A strong work ethic and a positive, resilient mindset.
- A quick and agile mind.
- An appealing, engaging, and outgoing personality.
- Flexibility, adaptability, resourcefulness, and openness to the ideas of others.
- The ability to embrace change and tolerate ambiguity.
- Kindness, compassion, and authenticity.
- A positive, optimistic, can-do spirit.
- A genuine love of young people and a desire to support their aspirations.



### Search Outline

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Butler/White Strategies is partnering with The Greene School and Dr. Denise Spirou to lead the recruitment and selection process for this opportunity. Prospective candidates should contact lead consultant Jo Butler ([jo@butlerwhite.com](mailto:jo@butlerwhite.com)) as soon as possible to express their interest. Nominations are also welcome, and all inquiries are confidential.

To ensure full consideration, **applications should be submitted as soon as possible and no later than Friday, October 6.** Applicants should send a cover letter, resume, statement of educational philosophy, and (on a separate document) a list of three professional references directly to Jo Butler via the email address above. *(No references will be contracted without the permission of the candidate.)*

Candidates are welcome to submit additional materials that could help the school better understand relevant aspects of their candidacy and their potential fit with TGS.

### **Anticipated Search Calendar**

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<b>Priority Deadline</b>	<b>October 6</b>
<b>Review of Applications</b>	<b>Mid-October</b>
<b>First-Round Interviews</b>	<b>October 28-29</b>
<b>Additional Interviews</b>	<b>November</b>
<b>Appointment Expected</b>	<b>December</b>



**Butler/White  
Strategies**

*This document was prepared by Butler/White Strategies with data, images, and editing support provided by TGS. It reflects our best understanding of the opportunity at the time of publication. It may be updated or changed without notice as the search unfolds according to the wishes of the client or the needs of the consulting firm.*