

HEAD OF MIDDLE SCHOOL

Opportunity Statement



Bullis School

Potomac, Maryland

bullis.org

July 2025 Start



EDUCATORS COLLABORATIVE

EXPERTS IN SEARCH, TRANSITION & STRATEGY

ABOUT THE SCHOOL

Bullis School has a fascinating history, evolving from a one-year program established in 1930 designed to prepare young men for military service exams to an all-boys high school, then a coeducational college preparatory day school, and finally the outstanding K-12 school of 1020 students that it is today, preparing students for college, work, and life. Part of what makes Bullis stand out at every point in its evolution is its ability to transition and incorporate positive change and growth. Over the past two decades, Bullis has developed to become a leading 21st-century school that fully embraces its mission.

Bullis is a community that welcomes new people and ideas, embraces diversity, and shares a common vision of kindness, challenge, joy, and reflective learning. The Bullis campus, situated on 102 acres in Potomac, MD, provides the environment, facilities, and resources to support a thriving student and faculty. The School's Strategic Plan, approved by the Board of Trustees in September 2021, intends to achieve its goals by focusing on providing an exceptional student-centered experience, fostering a culture of belonging and wellness, reaffirming a model of

excellence, and clarifying the Bullis identity. While maintaining a hold on its rich tradition and history, Bullis continuously assesses and, where appropriate, improves and develops its academic and institutional practices. Bullis's collective drive for continued excellence year after year is exceptional among independent schools.

The spirit of joyfulness and connection that permeates the Bullis campus inspires students to thrive academically in an environment that offers a demanding curriculum that challenges students to think critically. The school's Portrait of a Graduate provides a vision for the academic program and prioritizes the development of skills that will empower Bullis students to be joyful lifelong learners, caring global citizens, scholars who embrace challenge, community contributors, and mindful explorers.

A strong sense of school spirit, a close-knit community, and opportunities for students to shine in myriad ways create a caring and joyful atmosphere at Bullis. Students enthusiastically participate in "Blue and Gold" dress days and spirited community competitions. Engaged and

involved parents support the School via an active Parents Association that assists Bullis in many areas, such as faculty enrichment grants, parent mentors, community service, volunteering, fundraising, school promotion, and more.

Bullis is proud of its culture of innovation and growth and supports faculty with ample professional development opportunities that include a commitment to wellness and belonging. Faculty and staff are also very involved in the Bullis Community—many coach a sport, sponsor student organizations, collaborate in growth cohorts, or have their own children attend Bullis.

Visitors often remark on the simple things that make this school such a special place: students open doors for one another and smiles are abundant. "Kids seem so happy here," is a frequent observation—and that is no happy accident. While some schools dial up the pressure to encourage their students to thrive, Bullis focuses on achievement through positive challenge as a means to enhancing joy, recognizing that happy students and graduates do better, engage broadly, and contribute positively to our world.

BULLIS AT A GLANCE

MISSION

Bullis School provides a rich intellectual experience that inspires students to be critical thinkers, lifelong learners, and impactful global citizens. Our student-centered community embraces diversity, honors integrity, and fosters belonging. Meaningful opportunities in academics, arts, athletics, and service stimulate individual and collective growth and enhance joy.

VISION

Students thrive in their pursuit of self-discovery, broaden their horizons, and ultimately transform our world.

VALUES

Caring -- Challenging — Community

QUICK STATS

1:7

TEACHER / STUDENT
RATIO

15

AVERAGE
CLASS SIZE

45%

STUDENTS *of*
COLOR

38

MIDDLE SCHOOL
SPORTS TEAMS


10 MILES *from our*
NATION'S
CAPITAL

31 BUS
STOPS
 *in the DMV (DC,
MD, and VA) for
students to travel
to and from Bullis*

102 ACRE
CAMPUS


SIGNATURE
PROGRAMS

THE MIDDLE SCHOOL AT BULLIS

Overview

Grounded in a sense of caring and community, Middle School students embrace academic challenges and dive deep into academic, artistic, and athletic pursuits that stimulate individual and collective growth. Teachers create the conditions for discovery and increasingly independent students do the rest. Students explore project-based and experiential learning and develop social-emotional and metacognitive skills. Throughout Middle School, students embrace opportunities and master the skills needed for a rigorous Upper School experience.



Academics & the Student Experience

Middle School students thrive in an engaging environment that encourages creativity and discovery through a strong foundation of core academic courses complemented by Bullis's three Signature Programs – Entrepreneurship; Science, Technology, Engineering, and Mathematics (STEM); and Visual and Performing Arts (VPA). The Middle School curriculum is developed and implemented to foster growth and independence during a crucial time in a child's development, early adolescence. The 8th-grade electives program deepens student involvement, adds elements of choice, and focuses on areas of student interest, including culminating Capstone projects for each major class. Facilitated by highly skilled teachers who understand adolescents and are passionate about teaching the whole child, Middle School students develop academic confidence, leadership ability, and organizational skills in a safe environment.

Experiential Learning plays an important role in the Middle School experience. Each year, to kick off the start of school, students enjoy experiential education (ex-ed) programs that help to blend new and returning students by emphasizing teamwork, respect for others, confidence, and the joy of discovery. Each grade has a different adventure, including hiking, biking, canoeing, kayaking, or rafting. While some students team up to tackle a ropes course, others do service projects. In the spring, Bullis Discovery Days transform traditional learning for Middle School students into extraordinary week-long adventures that connect directly to the science curriculum in each grade. This break from the usual school routine immerses students in hands-on experiences that go beyond classroom walls, emphasizing collaboration, creativity, and personal growth without the pressure of grades.

Bullis's research-based rotating daily schedule builds athletics into the middle school day, five days per week, mainly through participation in interscholastic teams. The schedule also includes breaks to maximize learning and to prioritize Middle School community gathering time – assemblies, advisory, and extra instruction blocks. More information on Bullis's Athletic and Activities programs can be found by visiting, [Athletics \(bullis.org\)](https://www.bullis.org/athletics) and [Student Life \(bullis.org\)](https://www.bullis.org/student-life).

Bullis's Portrait of a Graduate provides a roadmap for the development of the skills that students need to engage with the broader community. For more on the Middle School Curriculum, visit: [Middle School Academics \(bullis.org\)](https://www.bullis.org/middle-school-academics) or the Portrait of a Graduate, visit: [Bullis Portrait of a Graduate \(bullis.org\)](https://www.bullis.org/portrait-of-a-graduate)



Faculty

Our highly skilled and compassionate faculty members are experts in middle school education and guide our joyful community of Middle School learners. The Middle School faculty and Division Head work collaboratively to offer engaging, meaningful, and challenging learning experiences within a supportive environment. Students are supported by a team of faculty that includes teachers, learning support specialists, and counselors, all working together to build positive and caring relationships with students. In this nurturing environment, students receive comprehensive support to thrive academically and socially.

Faculty are experts in their field and grounded in current pedagogical practices. Courses are crafted to engage and inspire students; foster skill development and knowledge acquisition; and build empathy and interdisciplinary connections both within and beyond the classroom. Bullis is committed to continuous professional growth and the development of faculty highlighted by a growth program that empowers faculty with agency, encourages collaboration, and instills accountability among colleagues.

THE OPPORTUNITY

Bullis seeks a Head of Middle School who will contribute leadership, expertise, and a fresh perspective to our growth-focused community, leveraging Bullis's robust tradition of academic excellence alongside faculty and members of senior leadership to shape our vision for the future.

The Head of Middle School will work with middle school faculty and the administrative team to continue the development and implementation of an educational program aligned with the Portrait of a Graduate that aims to challenge and support students throughout their middle school journey. As a crucial member of the senior leadership team, this role involves close coordination with the Head of School, Associate Head of School, Heads of the Lower and Upper Schools, Dean of Faculty, and Director of Wellness. Responsibilities include overseeing a middle school administrative team composed of an Assistant Head of Middle School and Dean of Students.

The Head of Middle School will also partner with support personnel, including the learning support specialists and counselors. The ideal candidate should demonstrate initiative in fostering thoughtful and effective educational innovation within our challenging program by cultivating a

growth-focused culture. The next Head of Middle School is expected to be a dynamic leader with vision and a passion for providing exceptional education in grades 6-8. Engaged with the Bullis community, the Head of Middle School will be a visible and active presence on campus, placing a high priority on cultivating meaningful relationships with students, families, and faculty.

Bullis stands positioned for an exciting future—a place where significant opportunities await the School's next Middle School leader. The new Head of Middle School has a unique opportunity to mold and define the school culture, leaving a lasting impact. Given the significance of this role, Bullis seeks a visionary who will steer collaborative change aligned with strategic priorities in partnership with the faculty and Senior Leadership Team. The current Strategic Plan can be accessed here: [Strategic Plan 2021-2026 \(bullis.org\)](https://www.bullis.org/Strategic-Plan-2021-2026)

The Head of Middle School reports to the Associate Head of School and sits alongside the senior-most faculty as a member of the Senior Leadership Team. The position leads a division of approximately 30 experienced and committed faculty and 210 students spanning grades 6 through 8. Bullis considers every prospective issue as an opportunity to elevate excellence and advance the institution.

Specifically, the new Head of Middle School will have the opportunity to:

Lead and inspire: The School community seeks a leader who not only embodies and upholds excellence in all aspects but also demonstrates exceptional ability in advancing its mission. The new Head of Middle School should be a strong, student-centered leader who can be decisive in a dynamic environment while maintaining a collaborative approach and growth mentality to explore new ideas.

Make a significant and ongoing difference: The School welcomes a leader who will bring a thoughtful, fresh perspective on developing students who are curious and independent thinkers. This leader should prioritize wellness, creating an environment that mitigates overwhelming stress and pressure.

Build upon dynamic programs: As the School continues on its path of elevating excellence, the incoming Middle School Head has a unique opportunity to enhance academic, arts, and extracurricular programs. This should be approached in forward-thinking ways, providing a balance of broad and deep exposure guided by joyfulness and curiosity.

Support faculty and staff excellence: The new Head of Middle School is expected to provide vision, purpose, and support to a talented and dedicated faculty who continually work hard to nurture student growth and propel Bullis forward to fully embrace its best future.

Foster community and joyful learning: Community is a hallmark of the Bullis School experience, and the School seeks a student-centered leader to foster nurturing and joyful learning environments. This leader should cultivate genuine connections with students, parents, faculty, and administration, maintaining a strong sense of community in the Middle School and across Bullis.



HEAD OF MIDDLE SCHOOL ROLES AND RESPONSIBILITIES

As a member of the school's Senior Leadership Team, this key academic leader reports to the Associate Head of School and is responsible for guiding all aspects of the Middle School while providing strong, consistent, and balanced leadership in support of the school's academic vision and institutional strategy. Candidates will demonstrate deep developmental knowledge of this age group and their needs as well as familiarity with current pedagogy and innovative curricular practices.

- Maintain congruence between the mission of Bullis School and all activities of the division
- Serve as an inspirational leader who encourages thoughtful and effective educational innovation and collaborative change toward strategic priorities in partnership with the faculty and Senior Leadership Team
- Collaborate with the faculty and Assistant Head of Middle School to review, develop, and implement an educational program and curricula for Middle School that is engaging, effective, developmentally appropriate, and in keeping with the mission of the school
- Provide a nurturing and joyful environment where students develop as learners and individuals through experiences that stretch and engage them
- Work with counselors, learning support specialists, and other student support faculty to ensure an equitable and accessible academic program for all students and implement programs to further develop the social-emotional health of all students
- Build genuine connections with students, parents, faculty, and administration to maintain a sense of community in the Middle School and throughout the School
- Coordinate the day-to-day operations of the Middle School including implementation of student policies, counseling and conflict resolution, scheduling, and co-curricular activities
- Maintain consistent communication with Middle School families through newsletters and occasional presentations at events
- Conference with families as necessary regarding the academic, social, and emotional progress of individual students
- Supervise, manage, and evaluate all Middle School faculty

- Make recommendations to the Head of School regarding the hiring and retention of a diverse, engaged, and expert Middle School faculty in consultation with the Dean of Faculty
- Support and encourage all Middle School faculty by fostering a collegial and nurturing environment grounded in professional excellence, growth, self-reflection, and caring relationships by providing coaching and access to best practices, ensuring all teachers have opportunities to improve and grow, and celebrating their accomplishments
- Work closely with the Admissions Office in student recruitment, admission, and retention
- Oversee the Middle School budget
- Serve as a key ambassador for Middle School with internal and external constituencies
- Attend critical meetings related to the wider school community (Parent Association meetings, development activities, athletic competitions, etc.)

Qualities of the Head of Middle School

- An appreciation and respect for middle school-aged students as learners and people, through challenging and joyful moments alike
- High cultural competency with a demonstrated commitment and knowledge to work with and lead groups of diverse individuals in respectful, equitable, and inclusive ways
- Good cheer and humor balanced by professionalism, decisiveness, and sound judgment
- Commitment to inspiring and sustaining a culture of excellence with a leadership style that is collaborative, engaging, and relational
- Deep developmental knowledge of this age group and their needs as well as familiarity with current pedagogy and innovative curricular practices
- Detail-oriented, with the capacity to effectively and efficiently manage multiple tasks and demands on attention
- Compassionate and responsive problem solver
- Strong, confident, and clear communicator with exceptional writing and public speaking skills
- Demonstrated interpersonal skills that reflect a growth mindset

Education and Experience

- Master's degree or higher in education or a related field
- Minimum of five years of teaching experience focused on students in grades 6-8, preferably in an independent school
- Minimum of three years in an academic leadership position
- Demonstrated success advancing an academic program and developing faculty in an independent school aligned with the strategic goals of the organization

Non Discrimination Policy:

Bullis School is an equal opportunity employer committed to assuring that there is no discrimination or harassment in employment, training, promotion, evaluation, discipline, or termination based upon race, color, religion, national origin, sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity), disability, age (40 and older), genetic information (including family medical history), or any other categories protected by federal or Maryland law.

Application Instructions:

Applications are due by November 11, 2024

Application Materials Requested:

We encourage a preliminary conversation with Joan Beauregard and/or Eric Temple (see below) to learn more about this exceptional opportunity. Those interested are asked to submit these materials, in the order listed, in a Single Merged PDF Document:

- EC Candidate Summary Sheet (contact consultants, Joan and Eric, for this document)
- Letter of Interest addressed to the Search Committee
- Current résumé
- Statement of Educational Leadership
- A list of five or more references with contact information (including phone numbers and email addresses)
- EC Disclosure Form (contact either of the consultants for this document)

If interested, please contact:

Eric Temple, Educators Collaborative
etemple@educatorscollaborative.com
415-279-1837

Joan Beauregard, Educators Collaborative
jbeauregard@educatorscollaborative.com
(206) 851-6616

Compensation and benefits are competitive, with an anticipated salary range of \$140,000 to \$180,000.

What Makes Bullis So Special?

At Bullis, the spirit of joyfulness and connection that permeates our campus and community sets us apart. This spirit inspires our students to thrive academically in an environment that offers a demanding curriculum that challenges students to think critically. It also inspires our faculty, who champion student growth, accomplishment, and well-being.

