



THE WHEELER SCHOOL

Associate Head of School for Academics and Operations

Start date: July 1, 2027

Overview

The Wheeler School seeks an exceptional school leader to serve as the school's Associate Head of School for Academics and Operations which is a senior leadership position responsible for ensuring excellence in the school's academic program and overseeing operational functions across both Wheeler campuses.

A successful candidate will be experienced and well versed in both the academic leadership and operational arenas of independent school life. The role requires a strong, collaborative partnership with the Head of School and serves as a key member of the leadership team, and will act as a trusted thought partner and collaborator among many school constituents.

Key Responsibilities

I. Academics

- **Faculty & Staff:** Coordinate the processes for hiring all faculty and academic staff, and manage the faculty and staff evaluation system and on board training.
- **Curriculum & Programs:** In partnership with leaders from Wheeler's four divisions, oversee (N-12) curriculum development and alignment. initiatives, ensuring divisional alignment and consistency of academic standards.
- **Leadership & Development:** Provide leadership and mentorship for Department Chairs. Plan and execute orientation and mentorship programs for new faculty and staff.
- **Coordination:** Coordinate and schedule all school-wide meetings and professional development initiatives.

II. Operations

- **Facilities & Security:** Manage facilities across both campuses, including oversight of large and small capital projects and daily cleaning. Lead robust safety and security protocols and training.
- **Technology:** Oversee the schools technology department and services.
- **Auxiliary Services:** Lead Food service, Health & Wellness, and transportation.
- **Human resources:** Partner with HR to offer professional service and experience for all Wheeler employees
- **Programs:** Supervise the after-care program, summer programming, Aerie, and Innovation departments.

A master's degree or higher is necessary for this role. Independent school leadership experience is preferred.

- **The AHOS will report to Wheeler Head of School and attend board of trustees meetings.**
- **Salary Range: \$230,000 - \$255,000; depending on experience.**

To learn more about Wheeler, please visit www.wheelerschool.org, and our [Careers](#) page.

How to Apply: Interested candidates should send a cover letter, resume and 3-5 professional references by **October 30, 2026** to Anivelise Rivera, Executive Assistant to Head of School at aniveliserivera@wheelerschool.org and cc'd to careers@wheelerschool.org.

Statement on Diversity and Cultural Competency At Wheeler

We actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring.

The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.

About The Wheeler School:

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students from throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.