Brehm Preparatory School, Inc. (Brehm) is an internationally known private boarding and day school for students with learning disabilities and differences, grades 6-12+ and post-secondary. Brehm was founded in 1982 by Carol Brehm and nationally recognized learning disability specialists, for the benefit of her son, Tyson, with learning disabilities and for other families facing similar challenges. For almost 40 years the school that was built a mother’s dream, has served hundreds of students from all parts of the country and across the globe. Brehm Preparatory School, Inc. is a place of passion, creativity, inclusivity and healthy risk-taking.

Expanded in 1989, Brehm’s post-secondary program, which would grow to become OPTIONS Transitions to Independence, is a comprehensive boarding program for post-secondary students with learning disabilities, attention disorders, language-based disorders, and/or executive functioning deficits. OPTIONS offers instruction and assistance for students who need to further develop independent living, social, employment and academic skills.

Brehm’s programs use a holistic approach to provide academic, social, emotional, and student life services. Students are provided individualized instruction based on their personal needs at a remedial, modified or standard level. Brehm’s programs to advance self-efficacy and independence across multiple domains of growth - succeeding where others have failed.

Brehm Preparatory School, Inc., is a 501 3(c) corporation that is a member of the National Association of Independent Schools, accredited by the Independent Schools Association of the Central States and recognized by the Illinois State Board of Education.

Our mission is to empower students with learning disabilities and differences to recognize and optimize their potential throughout their lives

The Opportunity

Brehm Preparatory School, Inc., invites applicants for the position of Head of School. This position is responsible for maintaining and strengthening the programs offered by the school while embodying and articulating its mission. The Head of School is the sole employee of the Board of Trustees and is responsible for the overall management of the school, in accordance with the board policies. The Head of School is the spokesperson for all internal and external constituencies, including students, families, faculty and staff, alumni, community, state and federal government agencies, and accrediting boards.

The Head of School oversees all departments and parts of programs which include the junior high, high school, post-secondary program and administrative offices. The ideal Head of School will be able to foster and grow the mission in a holistic and dedicated way.
Responsibilities

• Lead the school, its students, families, and faculty and staff in alignment with its mission and values both at school and in the community
• Ensure the physical and emotional safety and security for all staff and students
• Provide support to staff and students in crisis situations
• Be personally involved in school events
• Participate in the admissions process for the recruitment of students
• Attend and present at conferences to promote Brehm programs
• Regularly publish in scholarly magazines
• Connect with current and past families to ensure retention of students
• Cultivate donations in conjunction with the Director of the Brehm Preparatory School Foundation
• Become knowledgeable with all students enrolled to allow for support and involvement when needed
• Facilitate and participate in staff meetings
• Ensure Brehm maintains compliance with all accrediting and governing agencies
• Uphold the academic and ethical standards of the school
• Oversee the selection of curricula, class schedules, assessments, graduation requirements, and all aspects of the school's academic programs
• Oversee the Student Life and Independent Living programs
• Oversee the Health and Well-Being and Student Services programs
• Oversee the school's safety programs including building security, emergency procedures, transportation regulations, and emergency drills
• Oversee the business functions of the school, including budgeting; monitoring and reporting income, expenses, investments, and cash flow; maintenance of appropriate records; and assisting the school's auditors
• Oversee all employment and human relations matters; hires, supervises, evaluates, and dismisses all administrators, faculty, and staff members
• Oversee the maintenance and cleaning of the buildings, grounds, and all plant operations including vehicles, grounds
• Plan and execute all major capital purchases, repairs, and building projects
• Administers the school's disciplinary policies and standards of conduct for staff and students
**Board Relations**

The Head of School advises the Board of Trustees, but is not responsible for governance matters just as the Board of Trustees advise the Head of School, but are not responsible for management matters. The Head of School and Board of Trustees form an equal partnership in running the school, each in their respective spheres of management and governance. The Head of School is an ex officio, non-voting, member of the board and all board committees.

**Board Relations Responsibilities**

- Keeps the board informed of all matters relating to the school through reports at board meetings and immediate communication following major school events or happenings
- Provides data to assist the board in its work
- Makes recommendations to the board for approval of the operating and capital budgets, including all categories of income and expenditures
- Seeks direction from the board on new initiatives
- Assists the board president and/or executive committee in setting board and committee meeting agendas and discussion topics
- Jointly with the board, sets annual goals for his/her performance
- Provides documentation materials for the board to use in his/her evaluation
- Work closely and cooperatively with the Board of Trustees to develop and implement strategic planning, provide mission driven focus, improve communication throughout the programs
- Sees that board records and minutes are properly filed, and otherwise assists the Board as requested

**Skills and Knowledge**

- Knowledge and experience working with students with learning differences
- Effective leadership skills, to include but not limited to:
  - People oriented
  - Teambuilding
  - Strong commitment to a leadership culture
  - Development of other leaders
  - Ability to hold supervisees accountable
- Strong communication skills including public speaking
- Strong financial acumen and willingness to address budget requests with a mission focus
- A functional understanding of marketing and nonprofit organizations
- Strong, established professional network
- Ability to demonstrate sensitivity to the population served
- Ability to exhibit maturity, poise, and a positive attitude
- Awareness of the complexity of medications for students
Minimum Education and Experience

- Master’s Degree in Educational Leadership and Administration or similar; Ph.D. preferred
- Minimum of three years of experience as a Head of School or equivalent, preferred
- Minimum of three years in a leadership position, preferred
- Experience in boarding schools, preferred

Benefits

- Health / Dental / Vision / Life Insurance
- Retirement Account [403 (b)] with employer matching
- Standard Holidays
- Paid Time Off
- Professional Development Reimbursement

Conditions of Employment

- Ability to pass the Illinois State Board of Education requirements for employment
- Ability to pass a driving background check and maintain a clean driving record
- A valid Illinois driver’s license, or ability to obtain one within thirty days of hire
- Ability to provide proof of valid vehicle insurance

How to Apply

Interested applications, please submit a letter of interest, resume with three professional references, statement of educational philosophy, and official transcripts via email to the Board of Trustee President, Stacy Tate, at searchcommittee@brehm.org. Brehm Preparatory School, Inc. is an equal opportunity employer.

Application Deadline

All submissions must be received by July 31, 2019.