



# **UPPER SCHOOL DIRECTOR SEARCH**

**THE SUMMIT COUNTRY DAY SCHOOL  
CINCINNATI, OHIO**

**[WWW.SUMMITCDS.ORG](http://WWW.SUMMITCDS.ORG)**

The Summit Country Day School, a Catholic and Independent school located minutes from downtown Cincinnati on the very property of its founding in 1890, is seeking an experienced, energetic and innovative Upper School Director, with an expected start date of July 1, 2026. The Summit's Upper School program has been ranked number one in the state of Ohio for eight consecutive years, due in large part to the talented and dedicated faculty, staff and administrative teams who work together to execute the school's dynamic and forward-thinking vision.

## **MISSION STATEMENT**

The Summit Country Day School is a Catholic and Independent school rooted in the Hallmarks of The Sisters of Notre Dame de Namur Learning Communities. Our mission is challenge every student, faculty and staff member to share fully the gifts that have been given to them by God; to grow in grace and wisdom; to develop spiritually, academically, physically, socially and artistically; and to become leaders of character who value and improve the world they inherit.

## **VISION**

The Summit Country Day School strives to develop leaders of character across five pillars: spiritual, academic, physical, social and artistic. We accomplish this through the seven Hallmarks, which are the essential characteristics, values and activities of a Notre Dame de Namur Learning Community. As an Independent school that answers to a Board of Trustees, Summit has the freedom to design programs and experiences that surpass state mandates.





## SIGNATURE PROGRAMS

The ~400 students in the Upper School experience opportunities to excel and lead through rigorous academics, competitive athletics, and wide-ranging extracurriculars. In addition to a robust college preparatory curriculum that includes 24 Advanced Placement classes and two groundbreaking Centers for Excellence – the Schiff Family Science Research Institute and the Homan Center for Entrepreneurial Leadership – as well as an Honors aviation program, the Upper School is known for its signature Leaders of Character, advisory programs and initiatives in creative problem solving.

## BY THE NUMBERS

**1890**

*Year  
Established*

**374**

*Upper School  
Enrollment*

**51**

*Upper School  
Faculty*

**14**

*Class Size  
(Avg.)*

**33%**

*Students  
of Color*

**61%**

*Need-Based  
Aid*

**80%**

*Professional Staff with  
Advanced Degrees*

**24  
Acres**

*Size of Main  
Campus*

Enrollment: **52%** Female; **48%** Male  
Athletics: **24** sports offered; no-cut policy  
Faculty with 10+ years at Summit: **41%**

Endowment: **\$60M**  
College Acceptances: **100%**  
Geography: **67** unique zip codes



## THE OPPORTUNITY

As a key member of The Summit's Senior Leadership Team and the Educational Team, the Upper School Director will step into a role that is rich in opportunity for creating a vibrant Upper School learning community with clear and compelling expectations for students, faculty and staff.

Per the Summit's most recently approved Strategic Plan, the Upper School Director will work collaboratively with faculty and staff to thoughtfully transition the traditional Upper School program into one that is more highly interactive, project-based, and focused on student centered action learning without diminishing the academic rigor and success of the existing program.

Some of the Director's most significant opportunities include:

- Inspiring and supporting curricular growth and technological innovation to more fully prepare students to impact our world beyond the classroom.
- Refining the administrative structure within the Upper School to best serve both the division and The Summit as an all-school community.
- Expanding community, corporate and university engagement and partnerships to support and further develop Centers of Excellence within the school.
- Ensuring that The Summit is the school of choice for educational professionals because of its focus on leadership, wellness and professional development.
- Re-affirming the school's open, welcoming and respectful invitation to all members of the school community, regardless of faith tradition and culture, to full participation and partnership in the school's mission, commitment to the Five Pillars and service.



## QUALIFICATIONS AND EXPERTISE

Candidates meeting the following criteria will receive the most serious consideration for this position:

- Previous upper division head or high school principal experience, preferably in a pre-K through 12 environment.
- Master's Degree required.
- Proven ability to lead and manage change, including driving adoption across teams.
- Experience contributing to or leading the development and implementation of strategic plans.
- Brings an innovative mindset and track record of introducing creative solutions to complex challenges.
- Demonstrates the ability to align personally and professionally with the faith and values of the school community.

## PERSONAL ATTRIBUTES

- A genuine and visible warmth of personality; demonstrates a high level of emotional intelligence.
- An expressive and articulate communication style that reflects transparency and accountability, with listening as a foundational value.
- A distributive style of leadership that supports, empowers, appreciates and develops the leadership potential of all colleagues within the school community.
- An open-mindedness and collaborative spirit that informs and invites stakeholders throughout the school in engaging in the process of innovation.
- A growth mindset appreciating the assets already in place while identifying what additional resources and progress that will be necessary for growth.
- Comfortable reflecting a strong sense of personal faith and integrity, and serving as a role model for others, including students and adults, in the school community.





# THE SUMMIT

## COUNTRY DAY SCHOOL

### TO APPLY

Interested and qualified candidates should submit the following for consideration:

- A comprehensive resume
- Cover letter expressing interest
- Five (5) professional references with current email address and phone numbers

All materials should be submitted to:

**Mikayla Trinkley, SHRM-CP**  
**Human Resources Director**  
[trinkley\\_m@summitcds.org](mailto:trinkley_m@summitcds.org)  
513.871.4700 ext 277

Mailing Address:  
2161 Grandin Road  
Cincinnati, OH 45208

### LEARN MORE ABOUT THE SUMMIT

Click on the links to learn more about The Summit Country Day School.

[Accreditations & Memberships](#)

[Character Education](#)

[The Sisters of Notre Dame de Namur](#)

[School Website](#)