



## FOUNDING DIRECTOR OF THE LOWER SCHOOL

**Avenues -- The World School**  
PK-12, eventually 35,000 students, coed day

**Immediately**

115 Fifth Avenue  
New York, NY 10003

The world's first system of top-tier, private PK-12 schools – eventually serving 35,000 students in great cities on five continents – will open its flagship campus in Manhattan in September 2012. Guided by a powerful team of visionary leaders, Avenues New York will launch an educational enterprise of unprecedented scope and importance: the first global network encompassing both dynamic brick-and-mortar campuses and virtual schools. Extensive planning for all aspects of the Avenues School has already been accomplished; the next 24 months will be used for more detailed preparation. Avenues School seeks a Founding Director of the Lower School to begin work as soon as possible in preparation for the September 2012 launch of Avenues New York. The school will open with grades N to 9. Search Status: This position is open immediately. Prospective candidates should submit materials ASAP to James W. Wickenden, Wickenden Associates, Inc., 1000 Herrontown Road, Princeton, NJ 08540. Visit [www.wickenden.com](http://www.wickenden.com) for more opportunities at this new school.

## HEAD OF PRIMARY SCHOOL (PRE-K - GRADE 5)

**The Awty International School**  
PreK-12, 1200 students, coed day

**July 1, 2011**

7455 Awty School Lane  
Houston, TX 77055-7222

[www.awty.org](http://www.awty.org)

The Awty International School seeks a Head of Primary School who has overall responsibility for the planning and day-to-day administration of the educational program in the Primary School and is expected to perform a professional role with specific responsibilities to: school security, discipline, admission and placement, curriculum and supervision of staff. The Head of Primary School will be a mature and enthusiastic leader with appropriate academic and administrative qualifications that include experience in an international or multicultural community and, preferably, fluency in French. See the full ad at [www.edu-directions.com](http://www.edu-directions.com). Initial contract is for two years, and is renewable. The School wishes to attract candidates who are willing to make a commitment of at least five years. Email: cover letter expressing interest, current résumé, statement of educational philosophy, and names, email addresses, and contact information for four supervisory references to: Dr. Arthur (Art) Charles, Senior Search Consultant, Carney, Sandoe & Associates; [awty@carneysandoe.com](mailto:awty@carneysandoe.com)

## DIRECTOR OF ADMISSION

**Belmont Hill School**  
7-12, 430 boys day

**July 1, 2011**

350 Prospect Street  
Belmont, MA 02478-2662

[www.belmonthill.org](http://www.belmonthill.org)

Belmont Hill, an independent day school for 430 boys in grades 7-12 seeks an experienced teacher/administrator with strong leadership, management and interpersonal skills. Reporting to the Head of School, the Director of Admission is charged with attracting boys of talent, promise and good character to this rigorous and healthy school. The current office includes three other admissions officers, one of whom serves also as Director of Financial Aid, and a two-person support staff. Consistent with the school's philosophy, the Director also does some teaching, advising, and coaching or leading of other activities. As a senior member of the leadership team, the Director works closely with the Head of School.

Belmont Hill salaries and benefits are excellent by both NAIS and regional standards. Interested candidates should send a letter of introduction, personal statement, resume and list of four references by email to: [jobs-admdir@belmonthill.org](mailto:jobs-admdir@belmonthill.org). The deadline to submit materials is February 1, 2011.

## MIDDLE SCHOOL DIRECTOR

**Belmont Hill School**  
7-12, 430 boys day

**July 1 2011**

350 Prospect Street  
Belmont, MA 02478-2662

[www.belmonthill.org](http://www.belmonthill.org)

Belmont Hill, an independent day school for 430 boys in grades 7-12, seeks an experienced teacher/administrator with strong leadership, management and interpersonal skills. Reporting to the Head of School, the Middle School Director oversees the daily operations and planning for a vibrant, energetic, talented group of 200 boys in grades 7-9. Consistent with the school's philosophy, the Director also does some teaching, advising, and coaching or leading of other activities. As a member of the senior leadership team, the Director works closely with the Head of School.

Belmont Hill salaries and benefits are excellent by both NAIS and regional standards. Interested candidates should send a letter of introduction, personal statement, resume and list of four references by email to: [jobs-midschl@belmonthill.org](mailto:jobs-midschl@belmonthill.org). The deadline to submit materials is February 1, 2011.

**UPPER SCHOOL HEAD****The Benjamin School**

PK3-12, 1145 students, coed day

July 1, 2011

[www.thebenjaminschool.org](http://www.thebenjaminschool.org)11000 Ellison Wilson Rd.  
North Palm Beach, FL 33408

The Benjamin School, in North Palm Beach and Palm Beach Gardens, Florida, is seeking an Upper School Head for School Year 2011-2012. TBS is a PK3 through Grade Twelve, college preparatory, non-sectarian, co-educational independent school with a current enrollment of 1,145 students. The Upper School, located on 50 beautifully landscaped acres in Palm Beach Gardens, was opened in August of 2004. It currently enrolls 430 students in Grades Nine through Twelve. The college admission profile is strong as a result of an excellent faculty and an Honors and AP program. Twenty Advanced Placement courses are available in the curricular offerings. Academics along with visual and performing arts work in concert with a strong and varied athletics program to promote a well-rounded experience for all students. Academic facilities boast latest technology including SmartBoards, video projectors, science and world language labs, and wireless infrastructure that serves the laptop program for all students anywhere on campus. Email resume, statement of educational philosophy, and a list of references along with three letters of reference to Robert S. Goldberg, Head of School at [Head@thebenjaminschool.org](mailto:Head@thebenjaminschool.org).

**DIRECTOR OF DEVELOPMENT****Berkshire Country Day School**

PS-9, 210 students, coed day

Open Until Filled

[www.berkshirecountryday.org](http://www.berkshirecountryday.org)PO Box 867  
Lenox, MA 01240

Berkshire Country Day School, located in the heart of the Berkshires in Stockbridge, MA, seeks an experienced and dynamic individual to direct and move forward the School's development program and initiatives. The Director has primary responsibility for designing and implementing a comprehensive fundraising strategy; leading the development and alumni relations activities; and organizing the School's next campaign program. Candidates should possess a bachelor's degree and several years of demonstrated experience in development. Reporting to the Head of School, the Director will work in close collaboration with the Board of Trustees, senior administrative team, and volunteer leadership. The ideal candidate will excel at developing relationships with the school community and the greater community. Excellent communications skills are required. Salary and benefits package is competitive. Contact: Paul Lindenmaier, Head of School, Berkshire Country Day School, PO Box 867, Lenox, MA 01240, [plindenmaier@berkshirecountryday.org](mailto:plindenmaier@berkshirecountryday.org).

**DIRECTOR OF ADMISSIONS****The Blake School**

PK-12, 1386 students, coed day

July 1, 2011

[www.blakeschool.org](http://www.blakeschool.org)110 Blake Road South  
Minneapolis, MN 55343

The Blake School, a PK-12, coeducational, non-sectarian day school of approximately 1,400 students located on three campuses in the Twin Cities seeks a Director of Admissions. The Director reports to the Head of School and oversees all elements of admission and financial aid, supervises a six person Admissions staff and works closely with Division Directors, the Director of Marketing and Communications and others to meet enrollment goals. The Director sits on the Administrative Council and Financial Aid Committee. The Director oversees admissions decisions at all grade levels, develops marketing and outreach efforts with the Director of Communications, and manages the re-enrollment of current students. An ideal candidate will have extensive experience in independent school admissions/financial aid work, excellent communication skills in order to articulate the School's mission, values and commitment to pluralism, possess a careful attention to detail and a love for sharing the opportunities of an extraordinary independent school. The ability to be in three places at once is also very helpful. Interested candidates should provide a c.v. and letter of interest to [efries@blakeschool.org](mailto:efries@blakeschool.org). EOE.

**ASSISTANT HEAD OF SCHOOL****The Blake School**

PK-12, 1386 students, coed day

July 1, 2011

[www.blakeschool.org](http://www.blakeschool.org)110 Blake Road South  
Minneapolis, MN 55343

The Blake School, a PK-12, coeducational, non-sectarian day school of approximately 1,400 students located on 3 campuses in the Twin Cities is seeking an Assistant Head of School. As the chief academic administrator, the Assistant Head reports to the Head of School, attends all Board of Trustees meetings, chairs the Academic Affairs Committee and oversees all curricular issues (including our ongoing mapping using Rubicon Atlas), supervises the eight PK-12 department chairs, is responsible, with the three division directors, for all professional development and faculty evaluations, coordinates all professional hiring, addresses many interdivisional issues, and acts for the Head of School in his absence. The ideal candidate will have significant independent school experience, a deep interest in the full breadth of a liberal arts curriculum, boundless energy, a sense of humor and a strong interest in all aspects of school leadership. Interested candidates should provide a c.v. and letter of interest to Head of School, The Blake School, 110 Blake Road South, Minneapolis, MN 55343. For more information see [www.blakeschool.org](http://www.blakeschool.org). Contact: [efries@blakeschool.org](mailto:efries@blakeschool.org). EOE.

**PK-12 ARTS DEPARTMENT CHAIR/CURRICULUM COORDINATOR****The Blake School**

PK-12, 1386 students, coed day

July 1, 2011

[www.blakeschool.org](http://www.blakeschool.org)110 Blake Road South  
Minneapolis, MN 55343

The Blake School, a PK-12, coeducational, non-sectarian day school of approximately 1,400 students located on 3 campuses in the Twin Cities is seeking to hire a PK-12 Arts Department Chair. The ideal candidate has experience teaching at each division, and can share a passion for best practice pedagogy in arts education in the fields of visual arts, instrumental and vocal music, as well as theater arts, and forensics. Interested candidates should provide a cover letter and resume to Joni Starr, [jstarr@blakeschool.org](mailto:jstarr@blakeschool.org), or The Blake School, 110 Blake Road South, Minneapolis, MN 55343. For more information see [www.blakeschool.org](http://www.blakeschool.org). EOE.

**UPPER SCHOOL GRADE DEAN****The Blake School**

PK-12, 1386 students, coed day

July 1, 2011

www.blakeschool.org

110 Blake Road South  
Minneapolis, MN 55343

The Blake School, a PK-12, coeducational, non-sectarian day school of approximately 1,400 students located on 3 campuses in the Twin Cities is seeking a Grade Dean to oversee the full experience of all students in a given grade. Deans typically begin with a 9th grade class and remain with their class through graduation; this opening we have is to work with the Class of 2015. The Dean will act as the students' advocate, overseeing the coherence and successful integration of all components of students' lives at Blake. Interested candidates should provide a cover letter and resume to Joni Starr, jstarr@blakeschool.org, or The Blake School, 110 Blake Road South, Minneapolis, MN 55343. For more information see www.blakeschool.org. EOE.

**MIDDLE SCHOOL DIRECTOR****The Blake School**

PK-12, 1386 students, coed day

July 1, 2011

www.blakeschool.org

110 Blake Road South  
Minneapolis, MN 55343

The Blake School seeks an experienced independent school leader committed to excellence in all areas of education to serve as Director of its Middle School (grades 6-8), a division of approximately 330 students and approximately 50 faculty and staff located in a western suburb of Minneapolis, Minnesota. The Middle School Director reports to the Head of School, is a member of the school's Administrative Council and is responsible for all facets of the division's operation. The successful candidate will have a lively intelligence, a strong work ethic, a commitment to a challenging curriculum, an ability to work and communicate well with a variety of constituents, and a good sense of humor. The ability to attend to both the overall mission of the school and the daily details of Middle School life is essential. Interested candidates should provide a c.v. and letter of interest to Head of School, The Blake School, 110 Blake Road South, Minneapolis, MN 55343. For more information see www.blakeschool.org. Contact: efries@blakeschool.org. EOE.

**DIRECTOR OF INFORMATION SUPPORT SERVICES (ISS)****The Blake School**

PK-12, 1386 students, coed day

July 1, 2011

www.blakeschool.org

110 Blake Road South  
Minneapolis, MN 55343

The Blake School, located on 3 campuses in the Twin Cities is seeking Director of Information Support Services (ISS). The Director of ISS reports to the Head of School, is a member of the school's Administrative Council and is responsible for all facets of the school's information and technology resources. The successful candidate will combine broad technological expertise with an interest in the work and mission of an independent school, a strong work ethic, a commitment to supporting a challenging curriculum and the administrative work of the school with the necessary technological resources, an ability to work and communicate well with a variety of constituents, and a good sense of humor. The ability to attend to both the overall mission of the school, leveraging effectively current information and technology resources, providing a secure network environment, and possessing an evolving vision of the role of technological tools in the future of PK-12 independent school education is essential. Interested candidates should provide a c.v. and letter of interest to Head of School, The Blake School. For more information see www.blakeschool.org. Contact: efries@blakeschool.org. EOE.

**BUSINESS MANAGER****Blue School**

PreK-2, 150 students, coed day

Immediately

www.theblueschool.org

51 Astor Place  
New York, NY 10003

Experience: •MBA preferred •7+ years in similar function in Independent School or applicable organization •Strong finance skills •Experience procuring and developing a new facility. Knowledge and Skills: Well-balanced finance, operations, facility skills, with an emphasis on financial oversight. Superior people management skills to maintain strong relationships with faculty, staff and parents. Responsibilities: •Finance and Accounting – Successfully manage the financial operations including: preparing monthly statements, annual budgeting and financial projections, auditing and recording processes; maintaining insurance; overseeing invoicing of earned income, overseeing financial aid and processing all fundraising income. •Operations and Facilities – Ensure physical maintenance, licensing, and safety of school property. Overseeing technology, maintenance, renovations, and purchasing. Maintaining all necessary licensing. •Administration– Supervise maintenance and cleaning staff. •Human Resources – Support the HR function, maintaining policies and benefit programs, coordinating evaluation, managing compensation systems, overseeing payroll process. Send cover letter, resume and salary rqmts to: HR@blueschool.org.

**DIRECTOR OF LOWER SCHOOL****Blue School**

PreK-2, 150 students, coed day

June 15, 2011

www.theblueschool.org

51 Astor Place  
New York, NY 10003

The Director of Lower School is a key team member in the development and growth of Blue School. This role reports to the Executive Director and supports some of the vital functions of the school including: execution and administration of matriculated and auxiliary program operations, parent/student relations, coordination of all curriculum related recruiting, oversight of admissions, development and management of external educator relations, and support for fundraising initiatives.

Please submit a cover letter with salary requirements and a CV. Contact: Director of Lower School Search Committee, Blue School, 51 Astor Place, 2nd Floor, New York, NY 10003; hr@blueschool.org; 212/228-6341.

---

**DIRECTOR OF ADMISSION****Bosque School**

6-12, 550 students, coed day

July 1, 2011

[www.bosqueschool.org](http://www.bosqueschool.org)4000 Learning Rd, NW  
Albuquerque, NM 87120

Bosque School is seeking candidates for its full time Director of Admission position. The Director of Admission is responsible for insuring the success of Bosque School through consistent and appropriate student enrollment and retention and the successful marketing of the school to the greater Albuquerque community. The Director reports to the Head of School, is a member of the Senior Administrative Team, and supervises the Admission Office staff. Proven success in strengthening enrollment by creating and implementing a systematic and strategic approach toward recruitment, enrollment and attrition management is required.

A full description of the position and the expected qualifications are listed on the school's website ([www.bosqueschool.org](http://www.bosqueschool.org)). Send resume, cover letter, and five references to: [achav@bosqueschool.org](mailto:achav@bosqueschool.org) or Bosque School, Attention: Human Resources, 4000 Learning Road NW, Albuquerque, NM 87120. EOE.

---

**DIRECTOR OF COLLEGE COUNSELING****The Branson School**

9-12, 320 students, coed day

July 1, 2011

[www.branson.org](http://www.branson.org)P.O. Box 887, 34 Fernhill Avenue  
Ross, CA 94957

The Branson School seeks a Director of College Counseling to direct the college office for one of the Bay Area's leading independent schools. Excellent compensation and the possibility of housing.

Carney, Sandoe & Associates in Boston is conducting this search. To request a thorough description of this position or to inquire about the search process email consultant for this search: Ben Bolte; [bbolte@carneysandoe.com](mailto:bbolte@carneysandoe.com); 617/542-0260. Visit the school's website at [www.branson.org](http://www.branson.org).

Please do not contact the school directly.

---

**DIRECTOR OF MIDDLE SCHOOL****The Bush School**

K-12, 554 students, coed day

July 1, 2011

[www.bush.edu](http://www.bush.edu)3400 East Harrison Street  
Seattle, WA 98112

The Bush School in Seattle, WA, is seeking candidates for a Director of Middle School, starting July 1, 2011. The Bush School is the oldest K-12 independent coeducational day school in Seattle. It takes great pride in the unique quality of its learning environment, teaching critical, independent, and creative thinking, as well as global citizenship and cultural competency. Experiential education is a distinguishing element of the school's philosophy.

Educational Directions is conducting this search. For more information contact Risa Oganessoff Heersche; [rheersche@edu-directions.com](mailto:rheersche@edu-directions.com) or Mathew Heersche; [mheersche@edu-directions.com](mailto:mheersche@edu-directions.com).

---

**HEAD OF UPPER SCHOOL****Cannon School**

JK-12, 825 students, coed day

July 1, 2011

[www.cannonschool.org](http://www.cannonschool.org)5801 Poplar Tent Road  
Concord, NC 28027

Cannon School seeks a Head of Upper School, beginning July 1, 2011. The Head of Upper School is a member of the Administrative Team and reports to the Head of School. The Head of Upper School leads the faculty and staff in building an educational program based on Cannon School's educational philosophy that seeks to equip students to be adaptive experts. The Head of Upper School also works with students, faculty, staff, and parents to develop a community in which each and every individual feels accepted and valued. The Head of Upper School serves on several school-wide committees and collaborates with other senior administrators in the carrying out of Cannon's mission.

Contact: Cannon School, Attention: Beth Way. Email cover letter, resume and 3 references to [applicant@cannonschool.org](mailto:applicant@cannonschool.org).

---

**DIRECTOR OF ADMISSIONS AND FINANCIAL AID****Catlin Gabel School**

PreK-12, 740 students, coed day

July 1, 2011

[www.catlin.edu](http://www.catlin.edu)8825 SW Barnes Road  
Portland, OR 97225

The Director of Admissions is responsible for maximizing the exposure, visibility, and understanding of the School with both internal and external audiences; maintaining capacity enrollment of mission appropriate students; and providing access to economically diverse students through financial aid programs. This includes establishing strategic direction, goals, policy, work plans, work flow, and budget; overseeing the admission team's day-to-day activities; and ensuring effective attainment of admission and financial aid results.

Catlin Gabel School enrolls nearly 740 students in Pre-Kindergarten through twelfth grade and 91 faculty members. Catlin Gabel is committed to diversity among students, faculty and staff and is an equal opportunity employer.

For information and a complete job description visit [www.catlin.edu/employment](http://www.catlin.edu/employment). Interested candidates should complete the application on-line.

**DIRECTOR, KNIGHT FAMILY SCHOLARS PROGRAM****Catlin Gabel School**

PreK-12, 740 students, coed day

July 1, 2011

www.catlin.edu

8825 SW Barnes Road  
Portland, OR 97225

Catlin Gabel School has received a significant endowment from the family foundation of Phil Knight, the co-founder and current Chairman of Nike, Inc., to launch the Knight Family Scholars Program. Modeled generally after the Rhodes Scholarship, the Program's purpose is to bring to the school academically exceptional students with exemplary records and notable potential in leadership, athletics, and service. The Scholars will join Catlin as freshmen and not only take part in the quotidian life of the School but also participate in special seminars and a summer term with a global component. The founding Director of the Program will serve as the initiative's "architect" and translate concept into a fully developed educational curriculum and accompanying infrastructure. This person will then manage the Program on an ongoing basis. The complete search profile is available under "Current Searches" at [www.brighamhill.com](http://www.brighamhill.com). For additional information, contact L. Lincoln Eldredge or Jessica D. Cockrell at [cockrell@brighamhill.com](mailto:cockrell@brighamhill.com).

**DIRECTOR OF ADMISSIONS AND OUTREACH****Charles River School**

PS-8, 210 students, coed day

**Flexible Start Date**

www.charlesriverschool.org

PO Box 339 - 6 Old Meadow Road  
Dover, MA 02030

The Director of Admissions and Outreach is responsible for the leadership and management of all aspects of our child-centered admission process including marketing, student outreach, recruitment, application evaluation, selection, and enrollment of new students as well as re-enrollment of our current students. The Director of Admissions and Outreach reports to the Head of School and is a member of the school's Leadership Administrative Team. This is a twelve-month position.

For more information about Charles River School and a more detailed description of responsibilities and requirements, please visit our website at [www.charlesriverschool.org](http://www.charlesriverschool.org). Interested candidates should send a resume and letter of interest to Cathy Gately, Head of School; [cgately@charlesriverschool.org](mailto:cgately@charlesriverschool.org).

**DIRECTOR OF DEVELOPMENT****Collegiate School**

K-12, 640 boys day

January 1, 2011

www.collegiateschool.org

260 West 78th Street  
New York, NY 10024

Collegiate School, located in New York City, seeks a new Director of Development. Collegiate is a superb college preparatory boys' day school of 640 students in grades K-12 (225 in Lower School, 193 in Middle School, 222 in Upper School), led by Dr. Lee Levison, Headmaster. This is a dynamic opportunity for a seasoned advancement professional who enjoys the challenges and opportunities of a high-profile, prestigious boys school. 10+ years experience in development/advancement is required. Excellent leadership skills are essential. Experience managing and building a strong alumni program, annual giving, major gifts, parent giving, campaign management and planned giving are all required. Ability to effectively work with staff, volunteers, parents, friends of the School and trustees is essential. B.A. required. Endowment is \$69.5 million. There are 4,400 alumni. Excellent compensation and benefits package. EOE. For full search description view: [www.deerfieldassociates.com](http://www.deerfieldassociates.com) To explore, please contact: Doug Cooney, Executive Search Consultant, DEERFIELD ASSOCIATES Executive Search, Inc. Email: [jobs@deerfieldassociates.com](mailto:jobs@deerfieldassociates.com).

**DIRECTOR OF DEVELOPMENT****Convent of the Sacred Heart Greenwich**

PS-12, 775 girls day

**Immediately**

www.cshgreenwich.org

1177 King Street  
Greenwich, CT 06831

Convent of the Sacred Heart in Greenwich, CT, is seeking to hire a Director of Development. Reporting to the Head of School, the Director will plan, coordinate and direct those activities that will attract the necessary philanthropic support to provide sufficient resources to insure an excellent educational program and oversee the public relations and alumnae efforts to keep the public aware of the work and program objectives of the School. Qualified candidates will possess a minimum of seven years experience in managing institutional advancement programs, budgets and personnel in an independent school or higher education environment. For a complete Position Description and additional information on the Convent of the Sacred Heart, visit our website at [www.lambertassoc.com](http://www.lambertassoc.com).

Qualified candidates may send resume and salary history to: Catharine McGeever, Senior Vice President, Lambert & Associates, 222 South Manoa Road, Suite 201, Havertown, PA 19083; [cfcmcgeever@lambertassoc.com](mailto:cfcmcgeever@lambertassoc.com).

**HEAD OF BOYS MIDDLE SCHOOL****Cranbrook Schools**

PK-12, 1640 students, coed boarding / day

July 1, 2011

www.cranbrook.edu

PO Box 801  
Bloomfield Hills, MI 48303-0801

The Head is responsible for the effective operation of the Boys Middle School, the development and oversight of curricular/extracurricular programs, and for providing leadership to faculty, staff, parents, students and other constituents. The Head has considerable autonomy in carrying out these responsibilities, and works closely with Arlyce Seibert, Director of Schools and also with the Head of the Girls Middle School to coordinate and complement operations. Requires a Master's degree with successful school experience demonstrating progressive leadership and responsibility (5 yrs. school admin. exp. preferred); demonstrated ability for long term strategic planning, and successful curricular/extracurricular development; proven fiscal and personnel management skills; a commitment to the goals/objectives of Cranbrook Schools; and strong communication and leadership skills with the ability to nurture a diverse student and faculty population. Please send a completed application, resume and cover letter to Cranbrook-HR, P.O. Box 801, Bloomfield Hills, MI 48303, or fax (248) 645-3014, or email [humanresources@cranbrook.edu](mailto:humanresources@cranbrook.edu). Download our Application from our Employment page at [www.cranbrook.edu](http://www.cranbrook.edu).

**FIRST PROGRAM DIRECTOR (LOWER SCHOOL DIRECTOR)**

**The Dalton School**

K-12, 1300 students, coed day

July 1, 2011

[www.dalton.org](http://www.dalton.org)

108 East 89th Street  
New York, NY 10128-1599

Carney, Sandoe & Associates in Boston is conducting this search. To request a thorough description of this position or to inquire about the search process, email consultants for this search: Ben Bolte; [bbolte@carneysandoe.com](mailto:bbolte@carneysandoe.com); 617/542-0260; or Jake Dresden; [jake.dresden@carneysandoe.com](mailto:jake.dresden@carneysandoe.com); 610/757-8593. Visit the school's website at [www.dalton.org](http://www.dalton.org). Please do not contact the school directly.

**MIDDLE SCHOOL DIRECTOR (GRADES 4-8)**

**The Dalton School**

K-12, 1300 students, coed day

July 1, 2011

[www.dalton.org](http://www.dalton.org)

108 East 89th Street  
New York, NY 10128-1599

The Dalton School is an independent, co-educational day school (K-12), founded in 1919 by the renowned progressive educator Helen Parkhurst. Parkhurst's visionary Dalton Plan remains the keystone of the school's progressive educational philosophy. The Middle School program at Dalton (500 students in grades 4-8) addresses the unique academic and social needs of young students during this crucial stage in their development. It is a program designed to foster the growing independence of Middle School students. The hallmarks of the Middle School Program include: (1) Strong advisement programs that provide warm, secure, and student-centered social environments guided by experienced, caring faculty. (2) A challenging curricula that presents opportunities for the exploration, development, and expansion of knowledge, skills, and critical thinking capacities while providing for individual interests and talents. (3) A time for personalized, specific assessments, and evaluations of student work ensuring support and feedback. (4) In depth exposure to the arts through classes in dance, theater, visual arts, and music for every student. For more information contact Jim Bonney; [jbonney@educatorcollaborative.com](mailto:jbonney@educatorcollaborative.com); 603-469-3069.

**DEAN OF TEACHING AND LEARNING**

**Drew School**

9-12, 250+ students, coed day

July 1, 2011

[www.drewschool.org](http://www.drewschool.org)

2901 California Street  
San Francisco, CA 94115-2432

The Dean of Teaching and Learning is a senior administrator who reports to the Head of School and assumes leadership of the School in the Head's absence. With the Dean of Student Life, he/she will lead the daily life at Drew. In this full-year position, the Dean will work with the Head of School and Faculty to create and implement a revised, coherent academic vision for our academic program. Responsible for faculty professional development, he/she will work with the Peer Renewal Committee to plan faculty meetings and faculty experiences that promote faculty learning and growth. Partnering with the Head of School, the Dean will lead or suggest (research) efforts with the potential to inform program and professional development. For more detailed information go to [http://www.drewschool.org/about\\_us/employment.aspx](http://www.drewschool.org/about_us/employment.aspx) Contact: [sam@drewschool.org](mailto:sam@drewschool.org).

**DIRECTOR OF FINANCE AND OPERATIONS**

**Fay School**

PreK-9, 380 students, coed day / boarding

July 1, 2011

[www.fayschool.org](http://www.fayschool.org)

48 Main Street, P.O. Box 9106  
Southborough, MA 01772

Founded in 1866 and located in Southborough, Massachusetts, Fay School is an independent, co-educational day and boarding school serving 460 students in Pre-K through grade nine. The boarding program, for grades six through nine, is an integral part of school life, uniting students from 20 countries in a lively, diverse, and truly multicultural community. The Director of Finance and Operations reports to the Head of School; works collaboratively with the Senior Administrative Team and the Board of Trustees to promote the School's mission and strategic goals; provides leadership to, and actively participates in, all aspects of the School's financial operations; and manages business operations including all facilities. Contact: Debbie Martin Consulting, 40 School Street, Andover, MA 01810-4039; [debbiemartinconsulting@comcast.net](mailto:debbiemartinconsulting@comcast.net).

**LOWER SCHOOL DIVISION HEAD/PRINCIPAL**

**The Fay School**

PS-5, 318 students, coed day

July 1, 2011

[www.thefayschool.org](http://www.thefayschool.org)

105 North Post Oak Lane  
Houston, TX 77024

The Fay School seeks an experienced independent school leader to serve as the Lower School Division Head/Principal. One of the leading schools in Houston, The Fay School is a not for profit, non-sectarian, coeducational day school serving families with children in Early Childhood (3 year olds) through Fifth Grade. The Lower School Division Head/Principal is charged with the comprehensive responsibility for all activities involving students and faculty. The successful candidate will lead courageously, build collaboration, coach and develop others, demonstrate flexibility, and communicate clearly and passionately. A bachelor's degree is required and a master's degree is preferred. A letter of interest and supporting materials should be sent to: Brenda Grobelny, Assistant to the Head of School, The Fay School, 105 North Post Oak Lane, Houston, Texas 77024 or to [bgrobelny@thefayschool.org](mailto:bgrobelny@thefayschool.org).

---

**ASSISTANT HEAD OF SCHOOL****Fayerweather Street School**

PreK-8, 200+ students, coed day

August 1, 2011

[www.fayerweather.org](http://www.fayerweather.org)765 Concord Avenue  
Cambridge, MA 02138

Founded in 1967, Fayerweather Street School (FSS) is a co-educational independent day school enrolling just over 200 students in Pre-Kindergarten through 8th grade. Fayerweather is known for its creative and passionate faculty and confident and engaged students. FSS is currently seeking an Assistant Head of School to begin August 1, 2011. Candidates should be familiar with the values and teaching methods associated with progressive education including multi-age classrooms, thematic, emergent and anti-bias curriculum, alternative assessments and differentiated instruction. An advanced degree and a minimum of five years teaching experience is required. Administrative experience in independent schools is also highly desired. FSS values diversity in all aspects of school life and candidates of color are encouraged to apply. Please send a cover letter, resume and references to [employment@fayerweather.org](mailto:employment@fayerweather.org). (State name and position sought in subject line.) No phone calls please. For more information visit [www.fayerweather.org](http://www.fayerweather.org).

---

**DIRECTOR OF DEVELOPMENT****Friends Academy**

PS-12, 750 students, coed day

July 1, 2011

[www.fa.org](http://www.fa.org)Duck Pond Road  
Locust Valley, NY 11560

Founded in 1876, Friends Academy is a Quaker, coeducational, independent, college-preparatory school enrolling 750 students age three through twelfth grade. Friends Academy seeks a Director of Development to work with the Head of School and Trustees and be responsible for organizing and supervising development office personnel and activities. A successful candidate will manage all charitable giving to the school and will play a role in strengthening relations with the Friends Academy community and the broader community. The director will work with the Director of Communications and Marketing to promote the school, its mission and advancement, and help maintain consistency and coordination of communications. Candidates should have 7-9 years of development and/or marketing experience. The position requires superior oral and written communication skills and demonstrated ability to multitask, meet deadlines and manage simultaneous projects as well as a proven ability to inspire enthusiasm, and recruit and motivate volunteers. Contact: Mary Alice Kolodner, Friends Academy; [Recruitment@fa.org](mailto:Recruitment@fa.org); [MaryAlice\\_Kolodner@fa.org](mailto:MaryAlice_Kolodner@fa.org); 516/393-4209.

---

**UPPER SCHOOL HEAD****Georgetown Day School**

PK-12, 1040 students, coed day

July 1, 2011

[www.gds.org](http://www.gds.org)4530 MacArthur Blvd., N.W.  
Washington, DC 20007

Georgetown Day School is seeking an Upper School Head to lead a large, dynamic upper school at one of the nation's most prominent progressive schools. Carney, Sandoe & Associates in Boston is conducting this search. To request a thorough description of this position or to inquire about the search process email consultant for this search: Ben Bolte; [bbolte@carneysandoe.com](mailto:bbolte@carneysandoe.com); 617/542-0260. Visit the school's website at [www.gds.org](http://www.gds.org). Please do not contact the school directly.

---

**MIDDLE SCHOOL PRINCIPAL****Georgetown Day School**

PK-12, 1040 students, coed day

July 1, 2011

[www.gds.org](http://www.gds.org)4530 MacArthur Blvd., N.W.  
Washington, DC 20007

Carney, Sandoe & Associates in Boston is conducting this search for a new Middle School Principal at one of Washington's leading independent schools and one of the most prominent progressive schools in the US.

To request a thorough description of this position or to inquire about the search process email consultant for this search: Bruce Galbraith; [bruce.galbraith@carneysandoe.com](mailto:bruce.galbraith@carneysandoe.com); 239/777-5800. Visit the school's website at [www.gds.org](http://www.gds.org). Please do not contact the school directly.

---

**DIRECTOR OF UPPER SCHOOL (GRADES 6-9)****The Green Vale School**

N-9, 480 students, coed day

July 1, 2011

[greenvaleschool.org](http://greenvaleschool.org)250 Valentine's Lane  
Old Brookville, NY 11545

The Green Vale School, (N-9) seeks a Director for its Upper School to oversee all aspects of the program which serves approximately 150 students and 25 faculty members. The School is searching for an experienced and energetic leader with strong interpersonal and communication skills as well as knowledge of current educational trends. Candidates should demonstrate a commitment to developing character, scholarship, athletic and artistic talents in early adolescent students.

Send resume, cover letter and statement of educational philosophy to: Linda S. Gardiner, Assistant Head of School, The Green Vale School, 250 Valentine's Lane, Old Brookville, NY 11545; [lgardiner@greenvaleschool.org](mailto:lgardiner@greenvaleschool.org).

**MATH DEPARTMENT HEAD**

**Greens Farms Academy**  
K-12, 625 students, coed day

Fall 2011  
[www.gfacademy.org](http://www.gfacademy.org)

35 Beachside Avenue, PO Box 998  
Greens Farm, CT 06838-0998

Greens Farms Academy seeks a Department Head with significant experience to lead our 6th – 12th grade math department. The Department Head is responsible for providing leadership and direction to the department in conjunction with school-wide goals and priorities, and works with the department's faculty members on curriculum design and instructional strategies. The Greens Farms math program offers AP level classes in all subjects and senior level electives. Advanced degree and seven years of independent school teaching experience required.

Resumes to John Elmore, Head of Upper School, at [jelmore@gfacademy.org](mailto:jelmore@gfacademy.org); or 35 Beachside Ave, P.O. Box 998, Greens Farms, CT 06838.

**DIRECTOR OF MAJOR GIFTS**

**Groton School**  
8-12, 370 students, coed boarding / day

Immediately  
[www.groton.org](http://www.groton.org)

P. O. Box 991  
Groton, MA 01450-0991

Groton School, an independent, co-educational boarding school educating 370 students in grades eight through twelve, located in Groton, Massachusetts, seeks an experienced, entrepreneurial, results-oriented development professional to serve as a Director of Major Gifts. He or She will work closely with the director of development, the headmaster, high-level volunteers including trustees, and other members of the development team in cultivating, soliciting, and stewarding a portfolio of major gift prospects. Endowment is \$280 million. 5+ years of major gift experience and knowledge about capital campaigns. Must have a demonstrated track record of cultivating, soliciting, and closing five- and six-figure gifts. Travel required. Exceptional organizational, interpersonal, written, and oral communication skills are necessary. B.A. required. See full description at [www.deerfieldassociates.com](http://www.deerfieldassociates.com) EOE. Excellent benefits including housing. To explore, please contact: Doug Cooney, Executive Search Consultant, DEERFIELD ASSOCIATES Executive Search, Inc.

Email: [jobs@deerfieldassociates.com](mailto:jobs@deerfieldassociates.com).

**ASSISTANT HEAD OF SCHOOL**

**Hawken School**  
PS-12, 941 students, coed day

July 1, 2011  
[www.hawken.edu](http://www.hawken.edu)

PO Box 8002, 12465 County Line Road  
Gates Mills, OH 44040-8002

This is a senior-level position reporting directly to the Head of School. The Assistant Head is primarily responsible for ensuring mission consistency across Hawken's divisions and departments. He/she coordinates those areas that span all divisions, specifically: hiring, curriculum and professional development, faculty evaluation, inclusion/diversity, technology, student support services, and service learning and community partnerships. In the absence of the Head of School, the Assistant Head of School is acting Head of School. Qualified candidates will have a history of excellence in independent school education, strong management skills, demonstrated competence working through complicated strategic issues and a strong desire to work across grades PS-12. Hawken School seeks a dynamic individual eager to assist in the life of the School, who has proven success dealing with colleagues and parents, showing flexibility, energy, creativity, high expectations, a sense of humor and the highest standards of integrity. Compensation and benefits are competitive. Candidates should submit their resume, statement of educational philosophy and a list of references to: Gregory Floyd & Associates, Inc., [grfloyd@gregoryfloyd-assoc.com](mailto:grfloyd@gregoryfloyd-assoc.com).

**DIRECTOR OF ADVANCEMENT**

**Hawken School**  
PS-12, 941 students, coed day

April 2011  
[www.hawken.edu](http://www.hawken.edu)

PO Box 8002, 12465 County Line Road  
Gates Mills, OH 44040-8002

Hawken School, located in Cleveland, Ohio seeks a talented senior advancement professional to lead its development and alumni relations program. Hawken School is a superb independent, coeducational college preparatory day school serving 941 students in preschool through grade 12 in Northeast Ohio. Reporting directly to a dynamic Head of School, the successful candidate must demonstrate an understanding of the best practices in all aspects of management, fundraising, trustee and volunteer relations, alumni and parent programs. 8+ years of advancement experience including a track record of front-line fund-raising success. B.A. degree required. Endowment is \$40 million. 4,000 alumni and 950 parents. Excellent compensation and benefits package including tuition. EOE. For a full search description see [www.deerfieldassociates.com](http://www.deerfieldassociates.com) Contact: Doug Cooney DEERFIELD ASSOCIATES Executive Search, Inc. Email: [jobs@deerfieldassociates.com](mailto:jobs@deerfieldassociates.com).

**UPPER SCHOOL DIRECTOR**

**Hawken School**  
PS-12, 941 students, coed day

July 1, 2011  
[www.hawken.edu](http://www.hawken.edu)

PO Box 8002, 12465 County Line Road  
Gates Mills, OH 44040-8002

Carney, Sandoe & Associates is assisting a search for Upper School Director. To request a thorough description of this position or to inquire about the search process, please contact: Chuck Burdick, 802-462-3599; [chuck.burdick@carneysandoe.com](mailto:chuck.burdick@carneysandoe.com); or John Faubert, 617-542 0260; [john.faubert@carneysandoe.com](mailto:john.faubert@carneysandoe.com). To visit the school's website go to [www.hawken.edu](http://www.hawken.edu). Please do not contact the school directly.

**DIRECTOR OF STRATEGIC MARKETING**

**Hawken School**  
PS-12, 941 students, coed day

**Immediately**  
[www.hawken.edu](http://www.hawken.edu)

PO Box 8002, 12465 County Line Road  
Gates Mills, OH 44040-8002

Hawken School, located in Cleveland, Ohio seeks a strategically oriented, creative and pro-active Director of Strategic Marketing. Hawken School is a superb independent, coeducational college preparatory day school serving 941 students in preschool through grade 12 in Northeast Ohio. Reporting directly to Scott Looney, the Head of School, this new position is the chief marketing officer responsible for driving the strategic direction of the school's marketing communications including admission, alumni and development, college counseling and summer programs. Manage and lead a staff of three professionals. 7+ years experience in marketing and communications is required. Ability to have an impact and effectively work with staff, volunteers, parents, friends of the School and trustees essential. B.A. required. M.B.A. preferred. Endowment is \$40 million. 4,000 alumni and 950 parents. Excellent compensation and benefits package including tuition. EOE. For full search description see [www.deerfieldassociates.com](http://www.deerfieldassociates.com) Contact: Doug Cooney, Executive Search Consultant, DEERFIELD ASSOCIATES Executive Search, Inc. Email: [jobs@deerfieldassociates.com](mailto:jobs@deerfieldassociates.com).

**LOWER SCHOOL HEAD**

**Hillbrook School**  
JK-8, 315 students, coed day

**July 1, 2011**  
[www.hillbrook.org](http://www.hillbrook.org)

300 Marchmont Drive  
Los Gatos, CA 95032

Hillbrook School seeks an experienced, elementary school leader to oversee our Lower School Division starting July 1, 2011. The Lower School, which includes grades JK-4, is home to 180 students and 30 teachers. The Lower School Head reports directly to the Head of School and is part of the team's senior administrative team, which includes the Middle School Head, the Chief Financial Officer, and the Chief Advancement & Enrollment Officer. Hillbrook is a coed, non-sectarian independent day school serving 315 students in grades JK-8.. The successful candidate must be an experienced leader with strong classroom experience, who will inspire the faculty and students and wholeheartedly embrace the mission of the school. The Lower School Head will also work closely with other members of the administrative team to maintain healthy enrollment, support the work of the Hillbrook School Parent Council, and ensure the successful implementation of the school's strategic plan, Vision 2015. All interested candidates are invited to send their resumes along with a cover letter and a statement of educational philosophy to: Christine Thorpe, Advancement Associate/Asst. to the Head of School; [cthorne@hillbrook.org](mailto:cthorne@hillbrook.org); 408/356-6116.

**CHIEF DEVELOPMENT OFFICER**

**Idyllwild Arts Academy**  
9-12, 266 students, coed boarding / day

**Flexible Start Date**  
[www.idyllwildarts.org](http://www.idyllwildarts.org)

PO Box 38, 52500 Temecula Road  
Idyllwild, CA 92549

Located on 205 forested acres in the San Jacinto Mountains in Southern California, Idyllwild Arts offers an internationally recognized boarding school and summer camp to students and campers from throughout the world. The Chief Development Officer will lead Idyllwild's comprehensive advancement program. Educational Directions is assisting with the search. Potential candidates should send an email to Robert Fricker to receive the Opportunity Statement. Email: [rfricker@edu-directions.com](mailto:rfricker@edu-directions.com).

**ADMISSIONS DIRECTOR**

**Jewish Community High School of the Bay**  
9-12, 150 students, coed day

**July 1, 2011**  
[www.jchsofthebay.org](http://www.jchsofthebay.org)

1835 Ellis Street  
San Francisco, CA 94115

Jewish Community High School of the Bay (JCHS) seeks a Director of Admissions to advance JCHS in terms of recruitment and admissions management, outreach to the community of middle-schools and synagogues, and strategic planning and programming needed to support these activities. The position reports to the Head of School, is part of the senior leadership team, and works with a talented, creative, and dedicated professional community. Email a resume and cover letter to [Search@CalWestEducators.com](mailto:Search@CalWestEducators.com) and reference "JCHS" in the subject line. The cover letter should include how you would contribute to the JCHS community and how you will benefit personally and professionally from the JCHS community. The successful candidate does not need to be Jewish, although familiarity with the Jewish community is a plus. JCHS is an equal opportunity employer. All applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law.

**LOWER/MIDDLE SCHOOL DIRECTOR**

**The Katherine Thomas School**  
PS-12, 175 students, coed day

**July 1, 2011**  
[www.ttlc.org](http://www.ttlc.org)

9975 Medical Center Drive  
Rockville, MD 20850

The Treatment and Learning Center (TLC) seeks an Elementary and Middle School Director for one of its divisions, The Katherine Thomas School (KTS), to start no later than July 1, 2011. The Katherine Thomas School is an independent day school for students with language, learning, and sensory motor disabilities and/or high functioning autism in preschool through grade twelve. TLC is a private nonprofit 501(c)3 organization serving adults and children with a wide range of disabilities. As it becomes available, more detailed information will be posted on the web site ad at [www.edu-directions.com](http://www.edu-directions.com). TLC and KTS improve lives and expand possibilities for individuals with special needs.

Please send electronically a letter of intent, resume, philosophy of education, and a list of 5 references with contact information to Dr. Richard K. Jung, [dick@accesseduc.com](mailto:dick@accesseduc.com).

**LOWER SCHOOL HEAD****Krieger Schechter Day School**

K-8, 390 students, coed day

July 1, 2011

www.ksds.edu

8100 Stevenson Rd.  
Baltimore, MD 21208

Krieger Schechter Day School - a vibrant, Jewish Day School, is seeking a LS Head with expertise in General Studies. KSDS is a school with a dual curriculum in General and Judaic Studies, and is known for excellence, creativity and caring. There are currently 190 students and 32 faculty members in this division. The LS Head is responsible for supervising the K-4 curriculum and teachers, and leading the creation of a 21st Century Learning environment. Qualified candidates should have experience in elementary curriculum and instruction, teacher supervision and school administration. Excellent communication skills, comfort with current educational and communication technology, and willingness to innovate, collaborate and challenge are essential. We seek a collaborative, hard-working, creative and disciplined individual. Candidates should have an advanced degree, significant lower school teaching experience and be a proven educational leader. Send a letter of interest, a resume, and at least three references to: Dr. Paul Schneider, Head of School; pschneider@soink12.ksds.edu;

**HEAD OF UPPER SCHOOL (GRADES 5-8)****Lake Forest Country Day School**

PS-8, 418 students, coed day

July 1, 2011

www.lfcds.org

145 South Green Bay Road  
Lake Forest, IL 60045-3053

The Head of Upper School is a 12-month position and reports to the Head of School. While termed the Upper School, the division is comprised of grades typically considered Middle School. The Head of Upper School supervises 15 subject-area teachers, and shares the supervision of special teachers (art, music, PE, Spanish, French, Chinese, instructional technology, and drama) with the Head of Lower School (Preschool - Grades 4). There are 190 students in the Upper School. At the core of the many and varied aspects of the Head of Upper School position is the opportunity to further cultivate an academically, socially and emotionally strong community for middle school aged students. New facilities designed with middle school students in mind, an exceptionally comprehensive technology program, and a dedicated, experienced faculty make this an exciting time for focusing on and building the middle school program. Preferred: At least ten years as a teacher and/or administrator in an independent school, including middle school (Grades 5-8) experience with a highly regarded institution. Send a cover letter and resume via mail or e-mail to: Michael E. Robinson, Head of School; robinson@lfcds.org. EOE

**ASSISTANT HEAD OF SCHOOL FOR UPPER DIVISION (GRADES 5-8)****Marin Country Day School**

K-8, 540 students, coed day

July 1, 2011

www.mclds.org

5221 Paradise Drive  
Corte Madera, CA 94925-2107

Educational Directions has been retained to assist with the search. If you are interested in receiving the Candidate Information Document, please send your resume to Bob Fricker at rfricker@edu-directions.com. Please visit www.edu-directions.com for more information about this position.

**ASSISTANT HEAD/ACADEMIC DEAN****Marymount High School**

9-12, 368 girls day

Open Until Filled

www.mhs-la.org

10643 Sunset Boulevard  
Los Angeles, CA 90077

Marymount High School seeks an educational visionary for their next Assistant Head of School/Academic Dean. As an independent, Catholic, college preparatory school for girls in grades nine through twelve, Marymount High School currently enrolls 368 girls, attracting students from all over the Los Angeles metropolitan area. For additional information, please visit the Marymount website at <http://www.mhs-la.org>.

Reporting to the Head of School, the Assistant Head/Academic Dean supervises the Dean of Students, all Department Chairs, the Academic Advisors, the College Counselors, the Scheduling Coordinator, and the Student Services Coordinator and Librarians. The successful candidate must embrace and appreciate the Catholic tradition of the school and its Religious of the Sacred Heart of Mary heritage. The Assistant Head will be a leader who is an experienced teacher and successful educational administrator, preferably in a Catholic independent secondary school or independent school. Masters degree is required.

Please see [www.morrisberger.com/currentsearches/marymount](http://www.morrisberger.com/currentsearches/marymount) for position description/application instructions.

**DIRECTOR OF ENROLLMENT AND MARKETING****Mayfield Junior School of the Holy Child Jesus**

K-8, 501 students, coed day

July 1, 2011

www.mayfieldjs.org

405 S. Euclid Avenue  
Pasadena, CA 91101-3199

After decades of service and dedication, two long-time administrators are retiring. Mayfield Junior School is seeking a creative Director of Enrollment and Marketing (K-8) who will promote and present the school to the extended community in order to sustain and improve enrollment. The successful candidate will be confident, perceptive, methodical, dedicated, and experienced with the independent school admissions process.

Mayfield Junior School, a Catholic independent co-educational K-8 school, implements the philosophy of the Holy Child Schools, which is based on trust and reverence for the dignity of every person. Mayfield Junior School, founded in 1931, is a member of the Holy Child Network of Schools.

Interested candidates should email a cover letter and a resume to [Mayfield@CalWestEducators.com](mailto:Mayfield@CalWestEducators.com) and reference "Director of Enrollment and Marketing" in the subject line. The cover letter should include how you would contribute to the MJS community and how you will benefit personally and professionally from the MJS community.

---

**LOWER SCHOOL DIVISION DIRECTOR****Mayfield Junior School of the Holy Child Jesus**

July 1, 2011

405 S. Euclid Avenue

K-8, 501 students, coed day

www.mayfieldjs.org

Pasadena, CA 91101-3199

After decades of service and dedication, two long-time administrators are retiring. Mayfield Junior School is seeking an exceptional Lower School Division Director (K-4) who will work with the Mayfield community to continue the growth and success of the school. The successful candidate will be confident, approachable, candid, direct and respectful with a minimum of five years' leadership experience in an elementary school. Mayfield Junior School, a Catholic independent co-educational K-8 school, implements the philosophy of the Holy Child Schools, which is based on trust and reverence for the dignity of every person. Mayfield Junior School, founded in 1931, is a member of the Holy Child Network of Schools. Interested candidates should email a cover letter, a resume and a Statement of Leadership and Education Philosophy to [Mayfield@CalWestEducators.com](mailto:Mayfield@CalWestEducators.com) and reference "Lower School Division Director" in the subject line. The cover letter should include how you would contribute to the MJS community and how you will benefit personally and professionally from the MJS community.

---

**DIRECTOR OF ATHLETICS****Millbrook School**

July 1, 2011

131 School Road

9-12, 260 students, coed boarding / day

www.millbrook.org

Millbrook, NY 12545

The Director of Athletics (AD) provides leadership and direction for the school's athletic philosophy. This includes creating schedules for our interscholastic teams, as well as the offerings for our interschool programs. The AD oversees our athletic facilities and plays a central role in the hiring, evaluation and professional development for all coaches, working closely with the admission office and coaches, especially head coaches of varsity teams, to attract to Millbrook students with the athletic abilities and interests to fulfill our enrollment priorities. The AD is supported by a part-time administrative assistant and a full-time athletic trainer, and would serve as a member of the Academic Committee. This is a three-quarter time, ten-month administrative position. It may be combined with other teaching, coaching, residential, and administrative duties to create a full-time faculty position. Salary and benefits are competitive. Candidates should submit a letter of interest and a resume to Drew Casertano, Headmaster; [dcasertano@millbrook.org](mailto:dcasertano@millbrook.org).

---

**ASSOCIATE HEAD OF SCHOOL****Miss Porter's School**

July 1, 2011

60 Main Street

9-12, 325 girls boarding / day

www.missporters.org

Farmington, CT 06032

Miss Porter's School is an independent, 9-12 boarding and day school for girls in Farmington, CT. Miss Porter's School educates young women to become informed, bold, resourceful and ethical global citizens. We expect our graduates to shape a changing world.

Porter's is seeking an exceptional individual to provide leadership for the academic and internal programs of the school. The Associate Head of School reports to the Head of School and leads a team of six professionals responsible for academic programs, athletics, student life, college counseling, and information technology. Porter's seeks an accomplished, experienced, and creative thinker who will embrace the mission and advance the vision and goals of the school. Prospective candidates should submit materials ASAP to: Thomas M. Evans, Resource Group 175, LLC, 90 Great Western Road, Harwich, MA 02645; [tmevanscca@comcast.net](mailto:tmevanscca@comcast.net).

---

**DEAN OF EDUCATION****Monte Vista Christian School**

July 1, 2011

2 School Way

6-12, 816 students, coed day / boarding

www.mvcs.org

Watsonville, CA 95076

MV seeks candidates who have a passion to move from manual to digital, word to image and good to great. Our vision is dedicated to being the premier college preparatory Christian school in northern California, committed to preparing students to be world changers. Any candidate must have the desire to champion students to achieve their highest potential through Christ-centered educational excellence.

Monte Vista Christian School is the pioneer in iPad development, being the first school in the world to implement iPad technology, first Christian School to "go bookless" with a virtual library loaded with eReaders; the use of Harkness round tables in the classroom; one of the first to develop intersession classes ("March Term"), with award winning Athletics, Performing Arts, and Equestrian Programs.

You will find the prospectus for the Dean of Education position, some facts about MVCS, along with additional information about the Monterey Bay area at: <http://mvcs.org/files/Jobs/MVCS%20Dean%20of%20Education.pdf>

---

**ASSISTANT HEAD OF SCHOOL****The Newman School**

July 1, 2011

247 Marlborough Street

9-12, 230 students, coed day

www.newmanboston.org

Boston, MA 02116

The Newman School, an independent Catholic high school, seeks an Assistant Head of School. Located in Boston's historic Back Bay, The Newman School serves the greater Boston community as well as an international population. For more information see the ad at [www.edu-directions.com](http://www.edu-directions.com).

Please send all inquiries to Mathew Heersche, Educational Directions Incorporated; [mheersche@edu-directions.com](mailto:mheersche@edu-directions.com); 800/647-2794 (ext. 8).

**DIRECTOR OF ADMISSIONS**

**Norfolk Academy**

1-12, 1200 students, coed day

July 1, 2011

[www.norfolkacademy.org](http://www.norfolkacademy.org)

1585 Wesleyan Drive  
Norfolk, VA 23502

Founded in 1728, Norfolk Academy is an independent, non-sectarian, coeducational day school of approximately 1200 students in grades 1-12. The Director of Admissions reports to the Headmaster and oversees the admissions and financial aid process, promotes the school to the larger community, and maintains a close working relationship with numerous schools from which students apply. Candidates should have experience in K-12 independent-school admissions, the ability to think critically and creatively about the practices in admissions, and the capacity to imagine and implement these practices. Interested applicants should submit a cover letter and a resume to Dennis G. Manning, Headmaster, by letter or email at [Headmaster@norfolkacademy.org](mailto:Headmaster@norfolkacademy.org). Review of candidate files will begin January 15, 2011, with a February 1, 2011, deadline for submitting applications.

---

**DIRECTOR OF COMMUNICATIONS**

**Norfolk Academy**

1-12, 1200 students, coed day

July 1, 2011

[www.norfolkacademy.org](http://www.norfolkacademy.org)

1585 Wesleyan Drive  
Norfolk, VA 23502

Founded in 1728, Norfolk Academy is an independent, non-sectarian, coeducational day school of approximately 1200 students in grades 1-12. The Director of Communications reports to the Headmaster and is responsible for the school's print and digital media, public relations, website, and advertising. In addition, the Director of Communications will develop marketing strategies aligned with the long-range and campus master plans, broaden public perception of the school, and build on an already strong institutional identity. Interested applicants should submit a cover letter and a resume to Dennis G. Manning, Headmaster, by letter or email at [headmaster@norfolkacademy.org](mailto:headmaster@norfolkacademy.org). Review of candidate files will begin January 15, 2011, with a February 1, 2011, deadline for submitting applications.

---

**HEAD OF LOWER SCHOOL**

**The Nueva School**

PS-8, 353 students, coed day

July 1, 2011

[www.nuevaschool.org](http://www.nuevaschool.org)

6565 Skyline Blvd.  
Hillsborough, CA 94010

The Nueva School is a nationally recognized independent school serving gifted students and emphasizing integrated studies, creative arts, and social-emotional learning. For more than 40 years, Nueva has remained committed to its original vision: to inspire a passion for lifelong learning, foster social and emotional acuity, and develop a child's imaginative mind. Educational Directions is assisting with the search. Nueva is seeking an educational leader who is excited to work with an innovative faculty on curriculum development. Prior experience in gifted/talented education not required. Potential candidates should email Bob Fricker at [rfricker@edu-directions.com](mailto:rfricker@edu-directions.com) to receive the Candidate Information Document.

---

**UPPER SCHOOL PRINCIPAL**

**The Park School**

PreK-12, 875 students, coed day

July 1, 2011

[www.parkschool.net](http://www.parkschool.net)

P.O. Box 8200  
Brooklandville, MD 21022

The Park School of Baltimore seeks an Upper School Principal beginning July 1, 2011. The Upper School Principal has responsibility for curriculum and guidance, faculty support and supervision, and student and parent programs for the division, which comprises grades 9 through 12, 330 students, and 40 full-time faculty. The principal is afforded a high degree of autonomy while functioning as a member of the core administrative team with the Head and Associate Head of School, and principals of lower and middle schools. We seek candidates with strong academic credentials, demonstrated distinction in teaching and administration, and passionate commitment to the education of adolescents. An orientation compatible with Park's commitment to progressive educational practices and its pluralist vision is essential. Send letter of interest, resume, statement of educational philosophy, and references (letters of recommendation or contact information for references) as soon as possible but no later than 1/15/2011. (Transcripts will be requested for finalist candidates.) Materials may be sent by email, postal mail, or FAX. Contact: Upper School Principal Search Committee; [academicresources@parkschool.net](mailto:academicresources@parkschool.net); 410/339-4159; fax 410/339-4125.

---

**MIDDLE SCHOOL PRINCIPAL**

**The Park School**

PreK-12, 875 students, coed day

July 1, 2011

[www.parkschool.net](http://www.parkschool.net)

P.O. Box 8200  
Brooklandville, MD 21022

The Park School of Baltimore seeks candidates for the Middle School Principal position. The Middle School Principal has overall responsibility for curriculum and guidance, faculty support and supervision, student and parent programs for the division of three grade levels (sixth through eighth), 200 students, and 23 full-time faculty. The Principal is afforded a high degree of autonomy while functioning as a member of the core administrative team with the Head and Associate Head of School, and principals of the lower and upper schools. We seek candidates with strong academic credentials, demonstrated distinction in teaching and administration, and passionate commitment to the education of young adolescents. An orientation compatible with Park's commitment to progressive education practices and its pluralist vision is essential. Send letter of interest, resume, statement of educational philosophy, and references (letters of recommendation or contact information for references) as soon as possible but no later than 1/15/2011. (Transcripts will be requested for finalist candidates.) Send materials by email, postal mail, or FAX. MS Principal Search Committee; [academicresources@parkschool.net](mailto:academicresources@parkschool.net); 410-339-4159; fax 410/339-4125.

---

**HEAD OF UPPER SCHOOL****Peoria Academy**

June 1, 2011

2711 W. Willow Knolls Drive  
Peoria, IL 60614

PK-8, 350 students, coed day

[www.peoriaacademy.org](http://www.peoriaacademy.org)

Peoria Academy, a PK-8 coed independent school, is excited to be seeking its first Head of Upper School to lead its new 9-12 division slated to open in August, 2011. The program is designed to be progressive and innovative, with students provided with early college exposure, yearly internships to provide real-world experience, and college guidance from the beginning. It is deliberately designed as a small high school, emphasizing personal, curricular, and global connections. We seek a seasoned administrator who can lead the founding faculty in establishing our program and who can help the school become Peoria's leading high school. The Head of the Upper School is a key administrative position reporting to the Head of School and salary will reflect this. Peoria, IL is a city of 100,000 two hrs south of Chicago. It is a very affordable city, with its own museums, baseball and hockey teams, Bradley basketball, many performing arts centers, and an educated, international population because of the presence of three major hospitals and the corporate headquarters of Caterpillar. Interested candidates should send a cover letter, resume, and names of five references to [kgibson@peoriaacademy.org](mailto:kgibson@peoriaacademy.org). Peoria Academy is an EOE.

---

**LOWER SCHOOL HEAD/DIRECTOR****The Pine School**

July 1, 2011

12350 SE Federal Highway  
Hobe Sound, FL 33455

EC-12, 442 students, coed day

[www.thepineschool.org](http://www.thepineschool.org)

The Pine School seeks a Lower School Head to begin work in the 2011-2012 school year. The Head of the Lower School reports to the Headmaster and is responsible for all operational aspects of the division. We are seeking dynamic candidates with teaching and administrative experience who can embrace the school's mission, are knowledgeable about best practices in independent education, and have excellent oral and written communication skills. A master's degree is required and independent school experience is preferred. The ideal candidate will have strong interpersonal skills and the ability to engage effectively with children, parents and faculty. Since the Lower School Head is the educational and curricular leader to a highly experienced and dedicated faculty, the successful candidate will have demonstrable expertise and passion about early childhood and elementary education.

Interested applicants should submit a letter of interest, current resume, list of five references, and statement of educational philosophy to: Stephen M. Mandell Headmaster, The Pine School; [smandell@thepineschool.org](mailto:smandell@thepineschool.org); 772/675-7005.

---

**DIRECTOR OF ADMISSION AND FINANCIAL AID****Pomfret School**

July 1, 2011

398 Pomfret Street, PO Box 128  
Pomfret, CT 06258-0128

9-PG, 350 students, coed boarding / day

[www.pomfretschool.org](http://www.pomfretschool.org)

Pomfret School, founded in 1894 seeks a dynamic individual with strong communication and organization skills and the ability to work effectively with faculty, staff, parents, students and alumni. Supervising an Admission staff of 10, the ideal candidate will be an experienced admission professional who possesses strong managerial and organizational skills, loves working with teenagers, can provide leadership in admission, marketing, recruitment, and volunteer coordination and has facility with data analysis and the myriad of ways to use technology to enhance the admission process. Qualifications include a bachelor's degree, a master's degree is preferred; considerable admission and financial aid experience, boarding school experience; strong written and verbal communication skills; warmth and a sense of humor.

If interested in applying, please send a resume with a letter of interest and a list of three references to Christine H. Baker, Principal, the Baker Group, 95 Elm Street, Holliston, MA 01746; [cbaker@thebakergroup.com](mailto:cbaker@thebakergroup.com); 508/429-9178.

---

**DIRECTOR OF FINANCE & SUPPORT SERVICES****Porter-Gaud School**

July 1, 2011

300 Albemarle Road  
Charleston, SC 29407-7593

K-12, 920 students, coed day

[www.portergaud.edu](http://www.portergaud.edu)

Located in historic Charleston, SC, Porter-Gaud is an independent, coeducational, Episcopal day school founded in 1867. It enrolls some 900 students in grades 1-12 on its 75 acre main campus, and an additional 630 students, age 2 through Kindergarten, on its two O'Quinn Schools campuses. The Director of Finance & Support Services reports to the Head of School and is a key member of the School's leadership. He/she is responsible for the School's budgets and investments, the Business Office, the human resources program, financial aid, technology, auxiliary enterprises, and other support activities. The School's budget is some \$15 million, plus an additional \$4.5 million for the O'Quinn Schools. Endowment totals \$8 million. Combined employees of both schools equal 256. Interested candidates should visit the employment section of the School's website [www.portergaud.edu](http://www.portergaud.edu) and follow the instructions there.

---

**LOWER SCHOOL DIVISION HEAD****Portledge School**

July 1, 2011

355 Duck Pond Road  
Locust Valley, NY 11560

PS-12, 380 students, coed day

[www.portledge.org](http://www.portledge.org)

Portledge School seeks a Lower School Division Head who is an experienced instructional leader with outstanding communication and interpersonal skills. Responsibilities include the academic and personal growth of 140 students, pre-nursery through fifth grade, supervision and evaluation of faculty and staff, budget oversight, and ongoing contact with all constituents. Portledge seeks a leader in curriculum development as well as an educator who will promote and reinforce initiatives in global citizenship, community service, technology, the arts and athletics. The division head is an integral member of the administrative team. Advanced degree and leadership experience preferred. Please submit cover letter, resume, statement of educational philosophy and references to Steven Hahn, Head of School, by mail or at [shahn@portledge.org](mailto:shahn@portledge.org).

**ASSOCIATE DIRECTOR OF ALUMNI RELATIONS****Ranney School**

Beginners-12th Grade, 800 students, coed day

**Open Until Filled**[www.ranneyschool.org](http://www.ranneyschool.org)235 Hope Road  
Tinton Falls, NJ 07724

Ranney School is a leading, independent college preparatory coed day school, beginners (age 3) to Grade 12. Located on a beautiful campus in Tinton Falls NJ, our mission of academic excellence and character education fosters student achievement, leadership and service. An excellent opportunity in our Development office, the Associate Director of Alumni Relations is primarily responsible for building relationships, constituent cultivation and stewardship activities geared toward alumni to promote the concepts of annual giving among the alumni. The Associate Director will assist in planning and executing annual appeals for The Ranney Alumni Fund and be responsible for realizing the financial and participation goals established for the Fund. The incumbent will work closely with the Director of Institutional Advancement. Strong written and verbal skills and proficiency in Raiser's Edge software a must. We are seeking an established professional with at least three years of significant alumni, sales, events or non-profit experience. Send cover letter, resume and references to [rgartz@ranneyschool.org](mailto:rgartz@ranneyschool.org). Include text "Associate Director of Alumni Relations" in subject line. No phone calls, please. EOE, M/F.

**DIRECTOR OF ADVANCEMENT****Ransom Everglades School**

6-12, 1070 students, coed day

**Immediately**[www.ransomeverglades.org](http://www.ransomeverglades.org)3575 Main Hwy.  
Coconut Grove, FL 33133

Ransom Everglades School, an independent, coeducational, secondary day school for 1,070 students in grades 6-12 located on two 11 acre campuses in Coconut Grove, Florida (close proximity to Miami with a beautiful ocean view) seeks an entrepreneurial and experienced Director of Advancement to provide leadership for the School's comprehensive fundraising efforts. The Director reports to the Head of School, and manages/leads a team of seven professional and support staff members in alumni and development. We seek a dynamic and sophisticated senior fund-raising professional who is committed to serving – along with the Head of School – as the School's chief fundraiser especially in seeking major gifts from both parents and alumni. 10+ years of successful fundraising experience required. Capital campaign experience essential. Independent school experience preferred. B.A. degree required. See full description at [www.deerfieldassociates.com](http://www.deerfieldassociates.com). Excellent compensation, superb house on campus and significant benefits package. Position available immediately. EOE. Contact: Doug Cooney, Executive Search Consultant, DEERFIELD ASSOCIATES Executive Search, Inc. Telephone: 781-237-2800. Email: [jobs@deerfieldassociates.com](mailto:jobs@deerfieldassociates.com).

**BUSINESS MANAGER****Ross School**

PS-12, 500 students, coed day / boarding

**Immediately**[www.ross.org](http://www.ross.org)18 Goodfriend Drive  
East Hampton, NY 11937-2584

Business Manager reports jointly to the Head of School and CFO of Ross Institute and acts as a liaison to the Finance Committee of Ross Board of Trustees. The Business Manager, a critical member of the school's leadership team, is charged with primary oversight of all Finance, Operations and Human Resource systems and practices of the school. MAJOR DUTIES AND RESPONSIBILITIES: \*Coordinates the long-range financial plans of the School in conjunction with Head of School and CFO of Ross Institute, assesses the financial requirements and develops alternative ways to satisfy financial requirements. Works with Head of School & CFO to develop financial plan in accordance with strategic plan. \*Manages the cash-flow position of the School. Responsibility includes authority to establish credit and collections and purchasing policies and to establish schedules for the payment of bills and financial obligations. \*Approves in conjunction with the Head of School and CFO all agreements concerning financial obligations, such as contracts for products or services and other actions requiring a commitment of financial resources. Please send cover letter and resume to Peggy Weaver at [pweaver@ross.org](mailto:pweaver@ross.org).

**DIRECTOR OF DEVELOPMENT****Ross School**

PS-12, 500 students, coed day / boarding

**Immediately**[www.ross.org](http://www.ross.org)18 Goodfriend Drive  
East Hampton, NY 11937-2584

Candidates for the Director of Development position must have a strong track record of success in managing a development team, setting the annual development calendar and achieving fundraising goals. The Director is responsible for the creation, planning and execution of annual appeal fundraising strategies and projects, including individual, foundation and corporate donor solicitation/cultivation/recognition, with a focus on multi-year long-term support and sustainability. The Director also oversees capital campaigns and coordinates with the Director of Major Gifts on large donations. The Director is also responsible for the strategic planning and implementation of the alumni relations program. The Director should continuously seek ways to improve the Ross School's alumni relations program, including communication, programming, staff and volunteer training, policies and procedures, and event tracking. The Director of Development works closely with the whole development team, the Head of School, the Business Manager, the Director of Publications and parent and alumni leaders. Send Cover Letter and Resume to Peggy Weaver at [pweaver@ross.org](mailto:pweaver@ross.org).

**BUSINESS MANAGER****The School at Columbia University**

K-8, 490 students, coed day

**Open Until Filled**[www.theschool.columbia.edu](http://www.theschool.columbia.edu)556 West 110th Street  
New York, NY 10025

Reporting to Director of Finance, Planning & Operations, the Business Manager serves as the principal budget and finance officer of the School at Columbia University, is responsible for the overall preparation, management and reporting of the School's central and non-central Budgets (\$22M), manages the day-to-day operation of the Business Office, and handles all elements of the revenue billing and collections processes (\$15M). Position requires ability to work independently, manage multiple projects, take initiative and set priorities. Required: Bachelor's degree and a minimum of 4 years experience; knowledge of accounting principles, accrual accounting and annual operating budgets; ability to communicate with both financial and non-financial constituents; excellent analytical, critical thinking, and interpersonal skills; the ability to work effectively and independently; strong writing and speaking skills. Preferred: MBA or equivalent. Must apply online at: <https://jobs.columbia.edu/applicants/jsp/shared/frameset/frameset.jsp?time=1286997292981>. For information contact: Human Services; [hrcp@columbia.edu](mailto:hrcp@columbia.edu); 212/851-2888.

**DIRECTOR OF ENROLLMENT MANAGEMENT****Schools of the Sacred Heart**

K-12, 1013 students, coed day

July 1, 2011

www.sacredsf.org

2222 Broadway  
San Francisco, CA 94115

As the key strategist in the school's enrollment efforts, the Director of Enrollment Management will develop and direct a K-12 enrollment strategy designed to expand the market position of each of the schools and improve conversion rates at each stage in the enrollment cycle. The person selected for the newly created position will report directly to the Director of Schools and collaborate with the Directors of Admissions and Marketing Communications on the tactical responses necessary to successfully implement the enrollment management strategy. The ideal candidate will be an experienced admissions professional who can provide leadership in enrollment management, admissions and financial aid, research and marketing. Qualifications include: a bachelor's degree, a master's degree preferred; five years of admissions and financial aid experience; strong written and verbal communication skills; strong technical and analytical skills, warmth and a sense of humor. Schools of the Sacred Heart-San Francisco offers a competitive salary and benefits package. For more details visit the school's website. Send a resume with a letter of interest and a list of three references by 1/31/2011 to: Christine H. Baker, the Baker Group; cbaker@thebakergroup.com.

**HEAD OF SENIOR SCHOOL****Shady Side Academy**

PK-12, 930 students, coed day / boarding

July 1, 2011

www.shadysideacademy.org

423 Fox Chapel Road  
Pittsburgh, PA 15238

Shady Side Academy seeks an experienced independent school leader committed to excellence in all areas of a senior school (grades 9-12) educational experience. Candidates should have a record of successful teaching and participation in an array of extracurricular activities, a very strong academic background, some senior school administrative experience, and excellent references. Additionally, experience in a boarding school or other residential life programs is a plus.

Interested candidates should download the detailed position profile on Educational Directions web ad and direct applications and questions to Debi Mauder, assistant to the president, at dmauder@shadysideacademy.org.

**DIRECTOR OF ADMISSIONS****Shattuck-St. Mary's School**

6-12, 438 students, coed day / boarding

July 1, 2011

www.s-sm.org

PO Box 218  
Faribault, MN 55021-0218

The Director of Admissions is responsible for the management of student enrollment. Basic responsibility lies in the development, communication, and coordination of a sound overall program of re-enrollment and new enrollment of students in partnership with the School's overall strategic objectives. Master's degree preferred. Salary commensurate with experience. Specific Duties and Responsibilities: •Develop and recommend enrollment goals for the review of the Head of School; •Develop and implement marketing and recruitment plans for the various enrollment segments that constitute the SSM student body; •Direct the admissions process from the point of inquiry through enrollment – campus visits, candidate interviews, application process and review, communication to parents and students. Candidate qualities desired: •at least five years of Admissions experience in either independent or post-secondary schools preferred; •ability to interact effectively with a wide range of people; •a strong personal presentation; •strong organizational skills; •strong writing ability. More detailed job description posted online. Contact: amy.gragg@s-sm.org.

**UPPER SCHOOL PRINCIPAL (GRADES 4-8)****Solomon Schechter Day School of Greater Boston**

K-8, 500 students, coed day

July 1, 2011

www.ssdsgboston.org

125 Wells Avenue  
Newton Centre, MA 02459

Solomon Schechter Day School of Greater Boston seeks an Upper School Principal for grades 4-8. Located in Newton, MA, the Upper School has 260 students and 44 faculty/staff. The Principal has direct responsibility for the supervision and direction of the Upper School, overseeing General Studies and Judaic Studies but with specific emphasis on Judaic Studies. He/she will be a positive role model, knowledgeable in middle school education, with the capacity to articulate an educational vision, and the ability to help turn that vision into a reality. This person will have experience in Judaic Studies and will play an ongoing role as the school continues to evaluate and strengthen this key part of the school's program.

Interested candidates should submit a resume and letter of interest to Bill Lyons at: it@independent-thinking.com.

**HEAD OF LOWER SCHOOL****St. Gabriel's Catholic School**

PK-8, 393 students, coed day

June 1, 2011

www.sgs-austin.org

2500 Wimberly Lane  
Austin, TX 78735

St. Gabriel's seeks a passionate, committed, and inspiring educator to lead the Lower School (PK-5). Candidates should embrace the school's mission and possess teaching and administrative experience, knowledge of best practices in independent education as well as exceptional interpersonal and communication skills. A strong work ethic, proven leadership skills, a sense of humor and perspective, and the ability to find great joy and satisfaction in working with children, parents and faculty, are essential characteristics. Our ideal candidate will be spiritually grounded, possess vision and a care for detail, be confident in a multi-tasking environment where achievement, best effort and excellence are valued. A master's degree preferred. Compensation is competitive and commensurate with ability and experience. For more information, check our website, www.sgs-austin.org.

Candidates should send cover letter, resume, and statement of educational philosophy to: Search Advisory Committee. Attn: Elizabeth González, St. Gabriel's Catholic School, 2500 Wimberly Lane, Austin, Texas 78735.

**HIGH SCHOOL PRINCIPAL**

**St. John's International School**  
 PK-13, 900 students, coed day

**August 1, 2011**  
[www.stjohns.be](http://www.stjohns.be)

Drève Richelle 146  
 Waterloo, 1400

**BELGIUM**

Search Associates is assisting St. John's International School (Belgium) in finding a dynamic, enthusiastic, collaborative educator to lead the high school as the school positions itself to be a world leader in education based on Christian values. Since being established in 1964 by a convent of Catholic sisters, St. John's has evolved into a comprehensive PK-grade 13 institution, which emphasizes ecumenical Christian values, encourages academic excellence and stimulates social development within a culturally diverse environment. Students from all major faiths are welcome and are represented in the student population. Candidates must have experience with the IB and/or AP programs. Given the multinational community, linguistic skills will be valued, especially in French or Dutch. St. John's is located in Waterloo, just 20 minutes from the center of Brussels, the "capital" of Europe, offering a wide range of cultural activities. The school has an impressive, modern physical plant.  
 Contact: [JimAmbrose2007@cs.com](mailto:JimAmbrose2007@cs.com). Only email applications will be accepted.

**UPPER SCHOOL HEAD**

**St. Paul's School for Girls**  
 5-12, 465 girls day

**July 1, 2011**  
[www.spsfg.org](http://www.spsfg.org)

11232 Falls Road  
 Brooklandville, MD 21022

We are seeking an Upper School Head who will be charged with the comprehensive responsibility of all activities involving students and faculty of the Upper School. Responsibilities will include, but are not limited to, maintaining congruency between the school's board-approved mission statement and all activities of the Upper School, acting as the educational leader of the Upper School, accepting responsibility for its day-to-day operation by directing the activities of the members of the school's instructional and the non-instructional staff in the performance of their duties, providing a welcoming environment in which learning can take place, a school climate which is supportive and which reflects high morale, being a visible presence in all areas of the school and striving for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher. See full job description and application information at [www.educational-directions.com](http://www.educational-directions.com). Contact: Human Resources Director, [sgibson@spsfg.org](mailto:sgibson@spsfg.org).

**LOWER SCHOOL HEAD**

**St. Thomas' Episcopal School**  
 EC-12, 700 students, coed day

**July 1, 2011**  
[www.stes.org](http://www.stes.org)

4900 Jackwood  
 Houston, TX 77096

St. Thomas' Episcopal School of Houston, TX is seeking a new Lower School Head for a July 2011 appointment. St. Thomas is a coeducational, Episcopal day school with a reputation for academic excellence and a strong Christian faith. With over 50 years, the school has a well-established community and culture. The lower school is eager to welcome a lower school head who will support the faculty, respect the traditions of the school, and enhance the curriculum. While a masters degree is preferred, more consideration will be given to practical experience within a lower school setting. It is essential that the candidate have a strong foundation as a classroom teacher, experience with curriculum mapping, and most importantly a strong Christian faith.  
 Contact: [services@educationgroup.com](mailto:services@educationgroup.com).

**HEAD OF PRESCHOOL**

**The Tatnall School**  
 PK-12, 650 students, coed day

**July 1, 2011**  
[www.tatnall.org](http://www.tatnall.org)

1501 Barley Mill Rd.  
 Wilmington, DE 19807-2299

A Mid-Atlantic independent school is looking for a Head of Preschool, reporting directly to the Headmaster, beginning July 1, 2011. This administrator will oversee the day-to-day operation of the Preschool which consists of approximately 80 students, 3 and 4 year olds through Kindergarten, and approximately 20 faculty members. Applicants should have a Master's Degree, along with classroom and administrative experience in an accredited early childhood education facility. It is important that candidates have strong leadership, organizational, communication, curriculum development/implementation, and team-building skills. This person must demonstrate strong interpersonal skills in problem solving and in collaboration with faculty and parents, as well as demonstrating the understanding and knowledge of the needs of Preschool students. The position will be effective July 1, 2011. Candidates interested in being considered may respond by sending a letter and resume to: Dr. Eric G. Ruoss, Headmaster, The Tatnall School, 1501 Barley Mill Road, Wilmington, DE 19807; Email Address: [headmaster@tatnall.org](mailto:headmaster@tatnall.org); Fax: 302/892-4389.

**UPPER SCHOOL DIRECTOR**

**Thayer Academy**  
 6-12, 691 students, coed day

**July 1, 2011**  
[www.thayer.org](http://www.thayer.org)

745 Washington Street  
 Braintree, MA 02184

Thayer Academy in Braintree, MA seeks an experienced upper school administrator to assume the position of Upper School Director on July 1, 2011. The Upper School has 475 students in grades 9-12. Candidates are invited to visit the Academy's website to learn more about the school ([www.thayer.org](http://www.thayer.org)). Interested and qualified individuals should submit a cover letter, resume, and references to Headmaster Ted Koskores as soon as possible ([tkoskores@thayer.org](mailto:tkoskores@thayer.org)).

---

**LOWER SCHOOL HEAD****The Town School**

N-8, 400 students, coed day

July 1, 2011

[www.thetownschool.org](http://www.thetownschool.org)540 East 76th Street  
New York, NY 10028

The Town School, a N-8 independent school whose motto is "let there be joy in learning," seeks applicants for the position of Head of Lower School effective July 2011. The Head of Lower School oversees grades 1-4, 170 students and 35 faculty and manages the day-to-day operations of the division, including supervising teachers; coordinating, and developing academic programs; communicating with parents; and maintaining a supportive, age-appropriate learning culture. Head of Lower School reports directly to the Head of School and is a member of the senior leadership team. Advanced degree, significant lower school teaching experience and a record of proven educational leadership required. We seek a collaborative, creative, disciplined person with a sense of humor and strong sense of self. Candidates should send letter of interest, resume, and names/contact information of five references to Christopher Marblo, Head of School, at [employment@townschool.org](mailto:employment@townschool.org). The Town School is an equal opportunity employer.

---

**LOWER SCHOOL DIRECTOR****Waterside School**

PreK-5, 102 growing to 120 students, coed day

July 1, 2011

[www.watersideschool.org](http://www.watersideschool.org)535 Fairfield Avenue  
Stamford, CT 06902

As a new leadership position, and working in close collaboration with the Head of School, the Lower School Director will be expected to: •Observe, guide, mentor and evaluate teachers; •Working with faculty, develop and assess curriculum and best practices for instruction and classroom management; •Assist in the admissions and placement process; •Plan and oversee the faculty professional development program; •Act as liaison to the Parents Association and participate in individual parent conferences; •Model and oversee the School's commitment to ethical behavior and character development; •Develop and manage school schedules and special events. Candidates should have: a Masters Degree, significant elementary school teaching experience, a background in curriculum development, strong writing and speaking skills, and, most importantly, a deep commitment to serving a diverse community and furthering The Waterside School's mission. Email resume, statement of educational philosophy, list of references and a cover letter to: [pghoward@optonline.net](mailto:pghoward@optonline.net).

---

**ASSISTANT DIRECTOR OF DEVELOPMENT****Waynflete School**

PS-12, 550 students, coed day

July 1, 2011

[www.waynflete.org](http://www.waynflete.org)360 Spring Street  
Portland, ME 04102

Waynflete School is seeking a strong results-oriented professional to assist the Director of Development with all aspects of fundraising with an emphasis on annual fund, parent relations and office management. Please visit [www.waynflete.org](http://www.waynflete.org) for additional information. Application materials should include letter of interest, resume, and three letters of recommendation. No phone calls please. Applications will be accepted through January 14, 2011. Contact: Julie Ryder, Human Resources Coordinator, [jryder@waynflete.org](mailto:jryder@waynflete.org).

---

**MIDDLE SCHOOL PRINCIPAL****Whitefield Academy**

PK4-12, 638 students, coed day

July 1, 2011

[www.whitefieldacademy.com](http://www.whitefieldacademy.com)1 Whitefield Drive SE  
Mableton, GA 30126

Whitefield Academy, a Christ-centered college preparatory school in NW Atlanta, Georgia, is currently seeking an experienced Middle School Principal. The Middle School Principal, in partnership with the headmaster, is responsible for the success of the Middle School by carrying out its vision and fulfilling its mission. The Middle School Principal provides spiritual, educational, and administrative leadership to the Middle School. Through his/her leadership, he/she is to strive for excellence by guiding, inspiring, and directing all phases of the Middle School's operations, programs, and environment in accordance with the direction and policies set forth by the headmaster and the board of trustees.

To apply, please complete the Administration Application available at [www.whitefieldacademy.com](http://www.whitefieldacademy.com) under About Us/Employment Opportunities. Submission requirements and instructions are available on the website and on the application. Contact: Mindi Ashburn, Assistant to the Headmaster, [mindia@whitefieldacademy.com](mailto:mindia@whitefieldacademy.com); 678-305-3022.

---

**DIRECTOR OF UPPER SCHOOL****Wildwood School**

K-12, 700 students, coed day

July 1, 2011

[www.wildwood.org](http://www.wildwood.org)11811 Olympic Boulevard  
Los Angeles, CA 90064

Wildwood School, a dynamic, coed, college-preparatory day school, seeks an innovative educator with proven leadership skills to serve as Director of Upper School. A collaborative, learner-centered, inclusive school community, Wildwood enrolls 700 students in K-12th grade. The new Director will join highly functioning administrative teams, working closely with diverse colleagues, students, families, and board members. The Director is responsible for vision and execution of all upper school programs serving 240 9th through 12th graders, and supervises a faculty and staff of 40. Based on the principles of the Coalition of Essential Schools, Wildwood School's thriving programs provide a basis for an active Outreach Center geared toward sharing best practices with public and independent schools around the country. The ideal candidate will have significant leadership experience working with upper school students, their parents, and their teachers, as well as a proven ability to manage and work collaboratively with others to further the school's mission. Qualified candidates may email a letter of interest, current resume, and any other related documents to [jrixon@wildwood.org](mailto:jrixon@wildwood.org). Wildwood School is an EOE.

**MIDDLE SCHOOL DIVISION HEAD****Windrush School**

K-8, 250 students, coed day

July 5, 2011

[www.windrush.org](http://www.windrush.org)1800 Elm St.  
El Cerrito, CA 94530

Windrush is an outstanding progressive-principled K-8 independent school serving students in the San Francisco Bay Area. At Windrush, academic, civic, and personal excellence are one and the same. We support students in developing the skills and confidence to become their best selves. Our students are thoughtful, caring, and high-achieving individuals capable of meeting the future with facility and grace. Our community is inclusive and diverse; we draw families from Oakland, Berkeley, El Cerrito, Kensington, Richmond, and beyond. Windrush seeks highly qualified candidates to fill one, full-time Middle School Division Head position. This position begins July, 2011 and includes leadership and management of the Middle School Division, supervision of our After School Directors, and as assigned by the Head of School, the assumption of additional leadership and management duties.

To apply for this position, please send a cover letter, resume, statement of purpose and philosophy, and contact information for 3 references to: [jobs@windrush.org](mailto:jobs@windrush.org).

---

**ASSISTANT HEAD OF SCHOOL****Woodland School**

PS-8, 270 students, coed day

July 1, 2011

[www.woodland-school.org](http://www.woodland-school.org)360 La Cuesta Drive  
Portola Valley, CA 94028

Woodland School, a small PS-8th grade independent school located in the beautiful hills of Portola Valley just west of Stanford University, is seeking an Assistant Head of School to oversee the day-to-day academic operations of the school. Rooted in the philosophy of a well-balanced education that values both the good student and good person in each child, Woodland enrolls children from a wide range of Silicon Valley families.

The Assistant Head of School reports directly to the Head of School and is responsible for the overall educational program including the design, scheduling, and implementation of curriculum and the professional development, support, and evaluation of teachers. The Assistant Head oversees the day-to-day operation of the school in the Head's absence and, as a member of the administrative team, performs ongoing and ad hoc administrative duties at the discretion of the Head.

Applicants should send a pdf copy of a cover letter and resume, with Assistant Head of School Search in the subject line, to [ahossearch@woodland-school.org](mailto:ahossearch@woodland-school.org).