



# THE Green SHEET

ADMINISTRATIVE  
SEARCHES

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Volume XVIII, No. 8 February 2012

We are seeing new searches for senior administrative positions daily so keep checking our web site. AND, don't forget that you can post your resume and be assured that it is confidential and only accessible to consultants at Educational Directions Incorporated.

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## DIRECTOR OF ADMISSIONS

**Allendale Columbia School**  
N-12, 325 students, coed day

July 1, 2012  
[www.allendalecolumbia.org](http://www.allendalecolumbia.org)

519 Allens Creek Road  
Rochester, NY 14618

The Director of Admissions reports directly to the Head of School and serves as a member of the Administrative Team. He/she is responsible for establishing a candidate pool of both domestic and international students, and for working with families throughout the admissions process. The Director of Admissions is also responsible for a variety of administrative matters related to the school's admission program, for managing members of the Admissions Team, and for providing staff support for the Trustee Enrollment Committee. In order to successfully carry out this work, the Director of Admissions must participate fully in the life of the school.

Submit resume, personal statement and letter of interest. Contact: Allendale Columbia School, Attn: Headmaster, 519 Allens Creek Road, Rochester, New York 14618; [dblanchard@allendalecolumbia.org](mailto:dblanchard@allendalecolumbia.org); 585-381-4560.

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## PRINCIPAL

**Ann and Nate Levine Academy**  
EC-8, 480 students, coed day

July 1, 2012  
[www.levineacademy.com](http://www.levineacademy.com)

18011 Hillcrest Road  
Dallas, TX 75252

Ann and Nate Levine Academy has announced its search for a Principal (K-8) whose responsibilities will begin with the 2012 – 2013 school year. The Principal is responsible for leading the daily life of the school while providing ample practical approaches to furthering the mission of the school, including, but not limited to: - Overseeing, promoting and enhancing the school's mission for excellence in education and to observe Jewish life within the school day and beyond. - Assisting in promoting a positive school climate and morale among students, parents and staff. - Working with the Head of School and other administrators and directors to assure cooperation and integration of the school's mission and the maintaining of one school campus. - Leading the teaching faculty to academic excellence, an outstanding culture, and high job satisfaction. - Actively participating in, and providing strong insight into, the curricular goals and objectives for all subjects. - Effectively and collaboratively communicating with all constituencies. Email Cover Letter of Interest, Resume, Educational Philosophy, list of 5 references with contact information to [allison@educationgroup.com](mailto:allison@educationgroup.com) or [betsy@educationgroup.com](mailto:betsy@educationgroup.com).

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## ADMISSION COUNSELOR/ASSISTANT DIRECTOR OF ADMISSION

**Bard College at Simon's Rock**  
Early College, 400 students, coed day

Immediately  
[www.simons-rock.edu](http://www.simons-rock.edu)

84 Alford Road  
Great Barrington, MA 01230

Participation in a full range of admission activities including representing the college to a variety of outside constituencies, developing and implementing recruitment and travel strategy, interviewing applicants and working with families, reviewing applications, and working closely with college staff and faculty. Responsible for prospect management, travel, and increasing the diversity of the candidate pool in a range of geographic areas. Must be energetic, creative, organized, flexible, open-minded, demonstrate independent initiative and also work very well as part of a team, and must possess excellent strategic thinking skills and outstanding communication and interpersonal skills. Candidates must be available to work flexible hours, including some evenings and weekends and be willing to travel. Demonstrated success in recruiting and an understanding of a liberal arts environment desired. Candidates with less than 2 years of experience will be considered for the Admissions Counselor level and candidates with more than 2 years of experience will be considered for the Assistant Director level. Email résumé and cover letter to [scoleman@simons-rock.edu](mailto:scoleman@simons-rock.edu) with "admission counselor / asst director" in the subject line. No calls, please.

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### The Green Sheet

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### COLLEGE COUNSELLOR

**Beijing National Day School**  
7-12, 4000+ students, coed day

August 2012  
www.byshiyi.org.cn

No. 66 Yuquan Road  
Haidian District, 100039 Beijing

**THE PEOPLE'S REPUBLIC OF CHINA**

Beijing National Day School (BNDS) seeks up to two experienced college counsellors to join a growing staff in its College Counselling Center. BNDS is located in the Haidian District of Beijing. The BNDS College Counselling Centre was established in September 2010 and is dedicated to serving high achieving students who wish to pursue bachelor's degrees overseas, especially in core English-speaking countries. These new positions offer an exciting opportunity to counsel Chinese national students who are enrolled in a College Board AP programme, a Cambridge-A Level programme and the Chinese National Certificate Curriculum. The successful candidate will play an important role assisting the Centre to realize its 2012 goals in serving the counselling needs of a rapidly expanding portion of BNDS graduating class and will join a team of two full-time American counsellors, one full-time bilingual Chinese counsellor and one half-time bilingual Chinese counsellor. Master's Degree preferred, with minimum 3 years extensive experience in all aspects of selective college admissions. Electronic submissions only. Contact: Mr. David McCauley; davidmccauleybnbs@gmail.com or Mr. Percy Jiang; percy.bnbs@gmail.com.

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### MIDDLE SCHOOL DIVISION HEAD

**Belmont Day School**  
PS-8, 273 students, coed day

July 1, 2012  
www.belmontday.org

55 Day School Lane  
Belmont, MA 02478

Belmont Day School is looking for a dynamic, talented individual who will lead our Middle School of roughly 130 children in grades 5 to 8 and contribute to a strong administrative team. In addition to curriculum, this job includes supporting athletics, offsite school experiences, capstone projects, next schools process, and other aspects that are associated with an excellent school.

Send resume and cover letter to Head of School Annette Raphel, Belmont Day School, 55 Day School Lane, Belmont, MA 02478; careers@belmontday.org; 617/484-3078.

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### DIRECTOR OF ADMISSIONS AND FINANCIAL AID

**Berkshire Country Day School**  
PS-9, 200 students, coed day

Open Until Filled  
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 advance the School's Admissions office and initiatives. The Director has primary responsibility for all aspects of the admissions process, accomplishing the initiatives in the marketing plan, administering the program for financial aid, coordinating relevant communications, and developing a network of parent volunteers. Reporting to the Head of School, the Director will work in close collaboration with the senior administrative team, the faculty, the Board's Admissions Marketing Committee, and volunteer leadership. The ideal candidate will have several years of experience in admissions and a track record of implementing innovative approaches. The ability to excel at developing relationships and 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

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### DIRECTOR OF FINANCE AND OPERATIONS

**Berkwood Hedge School**  
K-5, 106 students, coed day

July 1, 2012  
www.berkwood.org

1809 Bancroft Way  
Berkeley, CA 94703

As a member of the Berkwood Hedge Leadership Team, the Director of Finance and Operations will be responsible for oversight of all financial activities and for the school's physical plant. This position oversees all financial functions and activities, including accounting, financial planning, credit, insurance, taxes, treasury, facilities, risk management and insurance, and technology; supports admissions, development, and the Director.

Berkwood Hedge is an independent, progressive kindergarten through fifth grade school located in the heart of the city of Berkeley. Our mission is to provide a hands-on developmental curriculum that promotes deep and intuitive learning. Students achieve academic excellence by becoming critical thinkers and creative problem solvers. Our teachers inspire a joy of learning, intellectual excitement, emotional well-being and creativity. Our small community of students, families and educators share a commitment to environmental education and social justice within both the school and larger community.

Contact: Love Weinstock at dfo@berkwood.org

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### DIRECTOR OF ATHLETICS AND PHYSICAL EDUCATION

**The Blake School**  
PK-12, 1393 students, coed day

July 1, 2012  
www.blakeschool.org

110 Blake Road South  
Minneapolis, MN 55343

The Blake School is a pre-kindergarten through grade 12, co-educational, nonsectarian, independent day school in the Twin Cities, Minnesota that provides students with an academically challenging education in a supportive community committed to a common set of values.

The Blake School seeks a Director of Athletics and Physical Education to oversee all aspects of the athletic and physical education programs. The Director of Athletics and Physical Education will develop and promote programs and policies that foster the growth of student-athletes as well as recruit, mentor, evaluate, and coordinate personnel. He/she will be able to develop and oversee budgets as well as the planning of new facility projects, as well as be able to maintain positive relationships within The School and Athletic communities.

For detailed information, visit <http://www.blakeschool.org>. Email cover letter and resume to Joni Starr at [jstarr@blakeschool.org](mailto:jstarr@blakeschool.org). Letter(s) of recommendation and unofficial transcripts are welcome, but not required at this stage. EOE

### PK-12 SOCIAL STUDIES DEPARTMENT CHAIR

**The Blake School**  
PK-12, 1393 students, coed day

July 1, 2012  
www.blakeschool.org

110 Blake Road South  
Minneapolis, MN 55343

The Blake School is a pre-kindergarten through grade 12, co-educational, nonsectarian, independent day school in the Twin Cities, Minnesota that provides students with an excellent, academically challenging education in a diverse and supportive community committed to a common set of values.

The Blake School seeks to hire a PK-12 Social Studies Department Chair. The ideal candidate has experience teaching multiple divisions and various social science sub-disciplines, experience in pre-secondary curricular design, administrative skills, and a passion for sharing best practice pedagogy in the field. The Chair will teach the equivalent of half-time, oversee department budgets, serve on the Academic Affairs Committee, and collaborate closely with administrators on hiring, retention, professional growth and evaluation of faculty in the department.

For detailed information, visit <http://www.blakeschool.org>. Send cover letter and resume to Joni Starr at [jstarr@blakeschool.org](mailto:jstarr@blakeschool.org). Letter(s) of recommendation and unofficial transcripts are welcome, but not required at this stage. EOE

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### DIRECTOR OF ADMISSIONS

**Blue School**  
PreK-3 , 200 students, coed day

Summer 2012  
www.theblueschool.org

241 Water Street  
New York, NY 10038

The Director of Admissions manages the marketing process and leads and directs all aspects of the recruitment and interviewing process leading to the selection, enrollment and retention of the student body. This role reports to the Head of School and is responsible for the development and articulation of the admissions vision, procedures, structure and systems, in conjunction with appropriate board members and staff. Works in partnership with the Business Management office to coordinate the development of enrollment contracts and financial aid awards. Should have a background in early childhood education, the ability to communicate highly complex and often sensitive information, the ability to create and manage systems, be a dynamic public speaker, and have a flexible approach to work. Required: 3-5 years as an Admissions Director or in a high level admissions position and Bachelors Degree in Education.

Strong administration, and communications experience. Must be fun, creative, flexible, and be able to flourish within fast paced/busy environment with ever changing priorities. Send a cover letter, CV, and salary requirements to: [HR@blueschool.org](mailto:HR@blueschool.org).

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### DIRECTOR OF DEVELOPMENT

**Brooks School**  
9-12, 365 students, coed boarding / day

Flexible Start Date  
www.brooksschool.org

1160 Great Pond Road  
North Andover, MA 01845-1206

Reporting to the Associate Head for External Affairs, the Director of Development is responsible for the design and implementation, including day-to-day direction and oversight, of the School's comprehensive fundraising.

For more information about Brooks School, please visit [www.brooksschool.org/about/employment](http://www.brooksschool.org/about/employment). Interested candidates should send a cover letter and resume to [developmentposition@brooksschool.org](mailto:developmentposition@brooksschool.org).

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### LOWER SCHOOL DIRECTOR

**Buckingham Browne & Nichols School**  
PS-12, 958 students, coed day

July 1, 2012  
www.bbns.org

80 Gerry's Landing Road  
Cambridge, MA 02138

Buckingham Browne & Nichols School is one of the leading day schools in the Northeast. It is seeking a Lower School Director. The Lower School is on a separate campus, located near Harvard Square. The division enrolls 340 students in grades Beginners through 6th Grade. The Lower School Director will be able to help define the role of support administrator(s) for this position.

Contact: Clay V. Stites, Resource Group 175, PO Box 104, Dartmouth, MA, 02714; [clay.stites@comcast.net](mailto:clay.stites@comcast.net); 508/636-4984.

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### HEAD OF MIDDLE SCHOOL

**Cape Cod Academy**  
PK-12, 330 students, coed day

July 1, 2012  
www.capecodacademy.org

50 Osterville-West Barnstable Road  
Osterville, MA 02655

Cape Cod Academy seeks an engaging, energetic leader who exudes a passion for teaching and learning as well as a love of this particular age group of children. Candidates must have instructional leadership experience in working with middle level learners and faculty and be well versed in the areas of differentiated instruction, understanding by design unit planning, professional development, and learning environments for adolescent learners.

Cape Cod Academy is located in Osterville, Massachusetts and currently enrolls 330 students in grades PK-12 on a beautiful 40 acre campus.

Interested candidates should send a cover letter of intent, current resume, list of references, and educational philosophy electronically in either Word or PDF format to: [ppetru@capecodacademy.org](mailto:ppetru@capecodacademy.org), Phil Petru, Head of School.

**DIRECTOR OF ADMISSIONS**

**Carmel Academy**

K-8, 228 students, coed day

July 1, 2012

www.carmelacademy.com

270 Lake Avenue  
Greenwich, CT 06830

Carmel Academy, a K-8 Jewish day school, seeks a Director of Admissions, starting date July 2012. Located on a scenic 17-acre campus in Greenwich, CT, with an enrollment of 228 students, Carmel Academy boasts a pluralistic student body and offers an integrated Judaic and general studies program. The school desires a proven admissions professional with a Jewish background.

Interested candidates should contact: Risa Oganessoff Heersche rheersche@edu-directions.com or Mathew Heersche mheersche@edu-directions.com

**HEAD OF UPPER SCHOOL**

**Castilleja School**

6-12, 425 girls day

July 2012

www.castilleja.org

1310 Bryant Street  
Palo Alto, CA 94301

Castilleja School seeks a Head of Upper School with a strong commitment to academic excellence, a proven record of successful school leadership, and the energy and vision to help define educational excellence for girls in the 21st century. The school's motto, "Women Learning, Women Leading" describes its expectations that students participate as citizens of their school, their community, and the world. Located in the heart of Silicon Valley, Castilleja has recently invested in an expansion of its offerings in science, technology, engineering, computer programming, and mathematics. Founded in 1907, as a preparatory school for Stanford University, Castilleja is the only non-sectarian all-girls middle and high school in northern California and is accredited by the Western Association of Schools and Colleges and is a member of the California Association of Independent Schools. Castilleja's population reflects the region's ethnic and economic diversity, with 43% of its students as students of color and 20% receiving financial assistance. Interested and qualified candidates are encouraged to contact the consultant with a résumé: Dr. Arthur [Art] Charles, Senior Search Consultant; art.charles@carneysandoe.com; 203/267-6886.

**ASSISTANT HEAD FOR ACADEMIC AFFAIRS (K-12)**

**Chadwick School**

K-12, 834 students, coed day

July 2012

www.chadwickschool.org

26800 S. Academy Drive  
Palos Verdes Peninsula, CA 90274

A pioneering, globally-minded and forward-looking school, Chadwick seeks an assistant head who identifies with the school's founding progressivism, is intrigued with research on the way students learn, appreciates the communication and collaboration made possible by new technology, and actively seeks partnerships in developing educational initiatives. Primary responsibility is providing leadership in the ongoing development and guidance of an outstanding mission compatible K-12 academic program. Reports to the Headmaster.

Carney, Sandoe & Associates in Boston is conducting this search. To request a thorough description of this position or to inquire confidentially about the search process, email or call the search consultant: Ben Bolte; bbolte@carneysandoe.com; 617/933-3430 (direct). All inquiries are confidential.

Visit the school's website at www.chadwickschool.org. Please do not contact the school directly.

**HEAD OF SCIENCE DEPARTMENT, UPPER SCHOOL**

**The Chapin School**

K-12, 725 girls day

August 27, 2012

www.chapin.edu

100 East End Avenue  
New York, NY 10028

The Chapin School, an independent K-12 day school for girls in New York City, seeks a dynamic, visionary, collaborative educational leader to serve as Upper School Science Department Head. Working closely with our outstanding science faculty, the Director of Studies, and the Upper School Head, the Department Head will develop the science program and the quality of science teaching. The ideal candidate possesses advanced degree(s); a wealth of classroom experience, teaching biology, chemistry, and physics; significant leadership experience; and superb interpersonal, communication, and organizational skills.

We seek candidates with strong background in innovative curriculum development, assessment, technology integration, and expertise in developing student science research programs. We offer competitive compensation, commensurate with experience. An equal opportunity employer, The Chapin School actively seeks diversity in its faculty and student body and encourages people of color to apply. Submit letter of interest, curriculum vitae, and statement of philosophy to sciencehead@chapin.edu

**DIRECTOR OF ADMISSION AND FINANCIAL AID**

**Chatham Hall**

9-12, 141 girls boarding / day

July 1, 2012

www.chathamhall.org

800 Chatham Hall Circle  
Chatham, VA 24531

Chatham Hall is seeking a Director of Admission and Financial Aid. In a period of increasing enrollment, a successful merit scholarship initiative, and growing candidate strength, we are searching for a dynamic admissions leader who will build upon this momentum. The Director oversees all admission and financial aid programs at the School, supervises a staff of four, works closely with the Marketing and the Advancement offices, serves on the Administrative Council, and reports directly to the Rector (Head). A strong and broad record of admissions experience in independent school, college, or university is required. Experience with and commitment to all-girls education is desirable. Housing is provided; salary is competitive. The position will begin July 1, 2012. Send a letter of application, a resume, and a list of five references to Gary Fountain, Rector, Chatham Hall, 800 Chatham Hall Circle, Chatham, VA 24531 or gfountain@chathamhall.org.

### ADMISSION DIRECTOR

**Cheshire Academy**

8-PG, 388 students, coed day / boarding

July 1, 2012

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

10 Main Street  
Cheshire, CT 06410

The Admission Director is responsible for providing direction and vision for the work of the office and for supervising day-to-day operations, including recruiting activities, electronic and print communications, hiring and training of staff, budget management, research and statistics and marketing plans or strategies. Ultimately, the Admission Director is responsible for attracting and enrolling a richly diverse and talented student body. The Admission Director reports directly to the Headmaster. Overall compensation is in keeping with salary and benefits accorded Directors of Admission at CAIS member schools.

Resumes, cover letters, and three references should be sent to [employment@cheshireacademy.org](mailto:employment@cheshireacademy.org).

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### ASSOCIATE DIRECTOR OF COMMUNICATIONS

**Collegiate School**

K-12, 1500 students, coed day

Open Until Filled

[www.collegiate-va.org](http://www.collegiate-va.org)

103 North Mooreland Road  
Richmond, VA 23229

Collegiate School seeks an experienced, energetic communicator to help promote the mission of the School through brand management, social media, marketing and public relations, electronic and print publications, and media relations. Experience in these areas and photography, videography, Photoshop and InDesign is preferred. Please visit [www.collegiate-va.org](http://www.collegiate-va.org) for the full position description.

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### HEAD OF KINGSWOOD GIRLS' MIDDLE SCHOOL

**Cranbrook Schools**

PK-12, 1640 students, coed boarding / day

July 1, 2012

[www.schools.cranbrook.edu](http://www.schools.cranbrook.edu)

PO Box 801  
Bloomfield Hills, MI 48303-0801

The PK-12 Cranbrook Schools is a division of the 319 acre Cranbrook Educational Center which also includes the Cranbrook Academy of Art and Museum and the Cranbrook Institute of Science. Throughout its history, Cranbrook Schools has taught boys and girls separately at the middle school level in order to meet the specific physical, social/emotional and learning styles of boys and girls in the early adolescent years. Last spring the girls moved into a marvelous, state-of-the-art facility (Grades 6-8, enrollment 173). The successful candidate will find an experienced, passionate faculty, supportive parents, and well-designed curricula and methods specific to girls in their middle school years. Opportunities abound to maximize the potential of this new building, to foster still more teamwork within and across divisions for a more integrated curriculum, and to increase the use of emerging classroom technologies.

Carney, Sandoe & Associates in Boston is conducting this search. To view the School's website go to: [schools.cranbrook.edu](http://schools.cranbrook.edu). The complete Position Description is available by emailing [search@carneysandoe.com](mailto:search@carneysandoe.com). Contact: Chuck Burdick; [chuck.burdick@carneysandoe.com](mailto:chuck.burdick@carneysandoe.com); 802/462-3599.

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### HEAD OF BROOKSIDE LOWER SCHOOL

**Cranbrook Schools**

PK-12, 1640 students, coed boarding / day

July 1, 2012

[www.schools.cranbrook.edu](http://www.schools.cranbrook.edu)

PO Box 801  
Bloomfield Hills, MI 48303-0801

Founded in 1922, Brookside School is the oldest member of the 319 acre Cranbrook Educational Community. Included in this Community are the Cranbrook Schools (Brookside, two single-sex middle schools and the upper school), the Cranbrook Academy of Art and Museum, and the Cranbrook Institute of Science. The Brookside campus includes an early childhood center for pre-, junior- and senior kindergarten children and programs for students in grades 1-5, enrollment 514. The successful candidate will discover an excellent program and an experienced staff. Opportunities include developing stronger ties with the other divisions as well as researching and implementing best practices around 21st century learning for this age group.

Carney, Sandoe & Associates in Boston is conducting this search. To view the School's website go to: [schools.cranbrook.edu](http://schools.cranbrook.edu). The complete Position Description is available by emailing [search@carneysandoe.com](mailto:search@carneysandoe.com). Contact: Chuck Burdick; [chuck.burdick@carneysandoe.com](mailto:chuck.burdick@carneysandoe.com); 802/462-3599.

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### ASSOCIATE DIRECTOR OF ADMISSIONS

**The Dalton School**

K-12, 1300 students, coed day

July 1, 2012

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

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

The Dalton School is seeking an Associate Director of Admissions, who is responsible for all aspects of the admissions process for its Middle and High School divisions. The Associate Director reports directly to the K-12 Director of Admissions, supervises a three person Admissions Office, sits on the Financial Aid Committee, works closely with faculty, staff, divisional directors, other administrators, as well as with additional constituencies of the school community. The ideal candidate must be well organized, possess excellent communication skills (written and oral), be well versed in education and be able to articulate and inspire others about the school's philosophy, mission, and goals. Qualified candidates should be able to demonstrate experience and success assessing the capabilities of young people and enjoy interacting with adolescents as well as with parents. A warm, welcoming manner and a good sense of humor are essential. Candidate should have five years of administrative admissions experience in an independent school. Master's degree is preferred. Email resume & letter of interest to Director of Admissions, Elisabeth Krents; [employment@dalton.org](mailto:employment@dalton.org). EOE & actively seeks to forward diversity in its hiring and programs.

### HEAD OF MIDDLE SCHOOL

**Duchesne Academy of the Sacred Heart**  
PreK-12, 600 girls day

July 1, 2012  
www.duchesne.org

10202 Memorial Drive  
Houston, TX 77024

The Duchesne Academy of the Sacred Heart seeks an experienced Head of Middle School to lead a division of dedicated, motivated teachers and students. Recognized for leadership in educational technology, Duchesne has pioneered 1:1 laptop programs and espouses a vision of education that surrounds the intellectual life with emphasis on service, nurturing, and spiritual growth. The Head of Middle School is part of the Administrative Team and reports to the Head of School. Interested candidates should write to Charlotte Rea: crea92@comcast.net.

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### DIRECTOR OF INSTITUTIONAL ADVANCEMENT

**East Woods School**  
PS-9, 370 students, coed day

Open Until Filled  
www.eastwoods.org

31 Yellow Cote Road  
Oyster Bay, NY 11771

The director will be a highly proactive position that will lead, manage and direct all marketing, admissions, and development activities. Partnering with senior leadership and other constituents, she/he will identify and execute advancement opportunities to promote East Woods School locally. The director will report directly to the headmaster. Candidates should be skilled marketing, admissions and development professionals who are creative, forward thinking, highly strategic with impeccable interpersonal skills. They should be influential communicators who work effectively with diverse constituencies. Solid technology, analytic and project management skills are highly valued. Excellent writing skills are essential to this position. Experience in prior position in an independent school serving grades nursery to eighth grade, is preferred.

Email cover letter, resume and no more than four references to: Nathaniel W. Peirce, Ed.D., Head of School; nwpeirce@eastwoods.org.

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### DIRECTOR OF ADMISSION

**Episcopal High School**  
9-12, 435 students, coed boarding

July 2012  
www.episcopalhighschool.org

1200 North Quaker Lane  
Alexandria, VA 22302

Oversee all aspects of admission, enrollment marketing, and financial aid for the School and manage a talented admissions office staff of 5 admissions professionals and 5 support staff. Member of the senior administrative team, participates in Board meetings and works closely with all School constituencies. EHS seeks an experienced and capable admissions professional with strong leadership capability, communication skills and the ability to connect with prospective applicants and families.

Current student body comes from 25 states and 18 countries with 30% receiving financial assistance. 24% are students of color. Very competitive compensation package, including on-campus faculty housing. The gorgeous 130 acre EHS campus is 10 min. from downtown Washington, DC.

Contact: Ben Bolte, Carney, Sandoe & Associates; bbolte@carneysandoe.com; 617/933-3430. All inquiries are confidential.

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### HEAD OF LOWER SCHOOL

**Fairfield Country Day School**  
PK-9, 255 boys day

July 1, 2012  
www.fairfieldcountryday.org

2970 Bronson Road  
Fairfield, CT 06824

Fairfield Country Day School (PK-9, boys) seeks an innovative, experienced administrator for the position of Head of Lower School commencing July, 2012. The Head of Lower School oversees fifteen faculty members and approximately 100 boys in Pre-K through third grade. Other key responsibilities include the advancement of a recently implemented 21st Century skill-based curriculum, integration of technology, faculty hiring and evaluation, and parent education.

The Head of Lower School reports to the Headmaster and serves on the senior administrative team. The ideal candidate will possess a track record of leadership in independent schools, a commitment to single-gender education, and a passion for working with students of this age group.

Please email letter of interest, resume, and list of five references to frances.oneill@fcdsmail.org.

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### ANNUAL FUND & CONSTITUENT RELATIONS MANAGER

**Father Ryan High School**  
9-12, 942 students, coed day

Open Until Filled  
www.fatherryan.org

700 Norwood Drive  
Nashville, TN 37204-3513

Father Ryan High School, a co-educational diocesan high school located in Nashville, TN, seeks an experienced and dynamic individual to manage the Annual Fund. The Annual Fund and Constituent Relations Manager has primary responsibility for designing and implementing a comprehensive Annual Fund strategy encompassing varied constituencies including parents, past parents, alumni, and friends. Reporting to the Director of Advancement, the Manager will work in close collaboration with the entire Advancement Team and volunteer leadership. The ideal candidate will excel at developing relationships within the school and greater communities. Experience in Raiser's Edge is preferred. Excellent communications skills are required. Salary and benefits package is competitive. Contact: Brooke Reusch, Director of Advancement, Father Ryan High School, 770 Norwood Drive, Nashville, TN 37204, reuschb@fatherryan.org.

**LOWER SCHOOL HEAD**

**The Fayetteville Academy**  
PreK-12, 400 students, coed day

July 1, 2012

[www.fayettevilleacademy.com](http://www.fayettevilleacademy.com)

3200 Cliffdale Rd.  
Fayetteville, NC 28303

The Fayetteville Academy in Fayetteville, North Carolina is seeking a new leader for its Lower School division. The Academy's Lower School has roughly 150 students in grades PK through 5. The Lower School Head will be responsible for the daily operations, hiring and evaluating faculty, setting the vision for the Lower School, and will serve as a member of the administrative team. The Academy is seeking an educator who will instill confidence and trust among our constituents, be a proactive communicator, an effective manager, and a strong leader. Ideal candidates will have lower school experience. An advanced degree is required, preferably in educational administration. To learn more about the Fayetteville Academy, visit our website at [www.fayettevilleacademy.com](http://www.fayettevilleacademy.com). Interested candidates should email a cover letter, resume, personal statement or educational philosophy, and contact information for at least four references to Rick Cameron, Head of School, at [rcameron@fayettevilleacademy.com](mailto:rcameron@fayettevilleacademy.com).

**DIRECTOR OF INSTITUTIONAL ADVANCEMENT**

**The Fessenden School**  
PK-9, 475 boys day / boarding

March 2012

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

250 Waltham Street  
West Newton, MA 02465-1750

The Fessenden School, an all-boys grades PK – 9 school with 475 students including 100 boarders located in West Newton, Massachusetts, seeks a senior development professional to play a leadership role in advancing the School's Development mission. There are 152 members of Fessenden's faculty and staff, 4,700 Alumni, and the School's endowment currently stands at \$34 million. We seek a thoughtful, articulate and experienced leader who will provide both direction and management for the Development program. The Headmaster, to whom this new hire will report, values a person who is enthusiastic, a team player and goal oriented. The Director of Institutional Advancement manages Annual Giving, Alumni Affairs, Major Gifts, Communications, Special Events and Database Management. 8+ years work experience required in development, preferably at an independent school or in higher education. EOE/AA Employer. Excellent benefits. For full description view at [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**

**The Fessenden School**  
PK-9, 475 boys day / boarding

July 1, 2012

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

250 Waltham Street  
West Newton, MA 02465-1750

The Fessenden School seeks a forward thinking, innovative leader for its Lower School division. Housed on a 41 acre campus 10 miles outside of Boston, the Lower School has approximately 180 students in grades PK through 4. The Lower School Head will join a dynamic and visionary leadership team that is committed to keeping The Fessenden School at the forefront as a premier all-boys school of the 21st Century. Candidates must have a true love and appreciation for elementary age boys and their parents and be committed to a diverse and inclusive educational community that emphasizes the core values of honesty, compassion, and respect. The ideal candidate will have significant lower school classroom experience, will have clearly demonstrated the ability to be a leader in an educational community, and will be fluent in the use of educational technology. An advanced degree, preferably in educational leadership, is valued but not required. Interested candidates are invited to send a letter of interest, resume, statement of educational philosophy, and contact information for at least four references to David Stettler, Headmaster, at [headmaster@fessenden.org](mailto:headmaster@fessenden.org). Please include "Lower School Head" in the subject line.

**LOWER DIVISION DIRECTOR (AGE 3 - GRADE 2)**

**Forsyth School**  
Ages 3 yrs - Grade 6, 400 students, coed day

July 1, 2012

[www.forsythonline.com](http://www.forsythonline.com)

6235 Wydown Blvd.  
St. Louis, MO 63105

Forsyth School, an age 3 - Grade 6, co-ed independent school of 400 students in St. Louis, seeks a Lower School Division Director (age 3 - Grade 2) to begin July 1, 2012. Deep early elementary classroom, and proven school leadership experience are essential. Please submit a resume, cover letter and personal statement --by email only-- to Mike Vachow, Head of School, [mvachow@forsythonline.com](mailto:mvachow@forsythonline.com).

**ASSISTANT HEAD OF SCHOOL**

**Gann Academy**  
9-12, 300 students, coed day

July 1, 2012

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

333 Forest Street  
Waltham, MA 02452

Gann Academy, a pluralistic Jewish day school, seeks an Assistant Head of School to oversee the overall student experience, with a focus on students' intellectual, social-emotional, and moral development and growth. Working closely with other educational leadership and department heads, the Assistant Head oversees the vision and implementation of the school's pluralistic Jewish educational mission. Promoting an educational vision that puts students' growth and development at the center, s/he is the go-to-person for faculty and families to help the school meet the needs of students and address academic, social-emotional and behavioral issues. This position oversees all professionals who work in student life, including Deans of Students, Director of Support Services, Director of Jewish and Student Life, and Co-Directors of College Counseling. We welcome both Jewish and non-Jewish educators to apply for this position. Contact and applications: email Rhonda Rosenbaum, Executive Assistant to the Head of School: [rosenbaum@gannacademy.org](mailto:rosenbaum@gannacademy.org).

### DIRECTOR OF ADMISSION

**Germantown Academy**  
PK-12, 1090 students, coed day

July 1, 2012  
[www.germantownacademy.org](http://www.germantownacademy.org)

340 Morris Road  
Fort Washington, PA 19034

Germantown Academy is seeking qualified candidates for the position of Director of Admission, beginning July 1, 2012. The Academy is a PK -12, non-sectarian, coeducational, college preparatory school of more than 1090 students, located in the northwest suburbs of Philadelphia on 126 acres.

Responsibilities include: meet enrollment projections for the Lower, Middle and Upper Schools, create and follow admission process for each division, interview and support applicant families through the admission process as well as budgetary and one school committee and management responsibilities.

The Director of Admission reports to the Head of School. Previous administrative experience in admission necessary; experience in an independent school preferred. Please send a letter of interest and resume to: [hrdept@germantownacademy.org](mailto:hrdept@germantownacademy.org).

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### ACADEMIC DEAN

**Global Online Academy**  
9-12 Online, students, coed

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

14050 1st Avenue NE  
Seattle, WA 98125

The Global Online Academy (GOA) seeks an innovative, independent-school leader to train and support excellent teaching faculty in an online environment. Interested candidates should be pioneering educators with proven leadership experience, strong collaborators, independent learners, and superb communicators. The Academic Dean will be highly adaptable, enthusiastic, and eager to learn and work in a dynamic area of education.

The Dean is responsible for helping to carry out all aspects of the academy's mission. S/he will hire and train new teachers; work with teachers to envision, plan, and implement classes offered by the academy; participate in teacher evaluations; develop the expertise of faculty by leading professional development opportunities for Global Online Academy teachers; and ensure that the academy provides the best possible online learning experience to its students. S/he will also be expected to present at conferences about online education and the GOA.

Email Cover letter and resume to [employment@globalonlineacademy.org](mailto:employment@globalonlineacademy.org).

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### HEAD OF UPPER SCHOOL

**Greenhill School**  
PK-12, 1270 students, coed day

July 1, 2012  
[www.greenhill.org](http://www.greenhill.org)

4141 Spring Valley Road  
Addison, TX 75001

Greenhill School is a diverse community of learners that strives for excellence; values individuality; fosters a passion for learning; promotes the balanced development of mind, body, and character; encourages service; and instills a respect for others. The school seeks an outstanding educational leader for a current upper school student body of 440 and a faculty of 55. The Head of Upper School reports to the Head of School and works closely with the administrative team in shaping school mission and institutional strategy. This person will be an experienced upper school educator with a strong academic background, enthusiasm for working with a diverse community, and a genuine fondness for guiding the development of students. The complete search profile is available online at [www.brighamhill.com](http://www.brighamhill.com). For more information or to submit a resume, please contact L. Lincoln Eldredge and Dianne V. Puls of Brigham Hill Consultancy at [puls@brighamhill.com](mailto:puls@brighamhill.com).

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### DIRECTOR OF INFORMATION TECHNOLOGY

**Greenwich Academy**  
PS-12, 802 girls day

July 1, 2012  
[www.greenwichacademy.org](http://www.greenwichacademy.org)

200 North Maple Avenue  
Greenwich, CT 06830

Greenwich Academy seeks an outstanding educator to lead the school in all areas of information technology. The Director of Information Technology is responsible for developing, implementing and managing hardware and software, working with the division heads to create academic technology applications, managing the technology budget and supervising all members of the information technology team. Maintaining a responsive, innovative culture that supports the learning environment and the mission of the school is paramount.

The successful candidate will have administrative experience with an advanced degree preferred. S/he will demonstrate strong collaboration skills, a high level of integrity, the ability to clearly articulate ideas and an exemplary work ethic.

Greenwich Academy offers a highly competitive salary and benefits package. To apply, please send a letter of interest and resume to: [employment@greenwichacademy.org](mailto:employment@greenwichacademy.org).

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### DIRECTOR OF LOWER SCHOOL ADMISSIONS

**Hackley School**  
K-12, 840 students, coed day / boarding

July 1, 2012  
[www.hackleyschool.org](http://www.hackleyschool.org)

293 Benedict Avenue  
Tarrytown, NY 10591

The Director will be responsible for overseeing all aspects of the admissions process for Hackley's Grades K-4, preparing admissions strategies and marketing initiatives, as supervised by the Director of Admissions and in partnership with the Director of the Lower School, the Communications staff, and the Headmaster.

Candidates should have at least five years independent school experience - in admissions and teaching - and a relevant Master's degree. Other essential skills include: · excellent communication skills, particularly writing; · knowledge of standardized testing; · experience with social media platforms; · computer skills. For further information about Hackley and our Lower School program, see [www.hackleyschool.org](http://www.hackleyschool.org). Candidates should email a cover letter, a resume, and a list of at least three professional references to: Walter Johnson, Headmaster; [wjohnson@hackleyschool.org](mailto:wjohnson@hackleyschool.org).

**DIRECTOR OF SUMMER PROGRAMS**

**Hackley School**

K-12, 840 students, coed day / boarding

July 1, 2012

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

293 Benedict Avenue  
Tarrytown, NY 10591

Hackley is a K-12 independent school in Tarrytown-on Hudson, with 840 students on a 285-acre campus 20 miles from New York City. The Director will be responsible for a range of summer programs -- short-term sport-specific camps, academic classes for non-Hackley students in our surrounding communities, academic enrichment or acceleration courses for Hackley students, preparation courses for newly admitted students, and programs for international school groups. The Director will oversee outreach beyond Westchester County to Connecticut, Manhattan, and New Jersey both for summer and academic year enrollment. In addition to these responsibilities, the Director could, depending on background, play a role in academic teaching, admissions, college counseling, coaching, communications, or development.

Candidates should have at least five years experience in independent school education, administrative experience, and an entrepreneurial bent. Please email a letter of application and a resume to: Kevin Rea; [krea@hackleyschool.org](mailto:krea@hackleyschool.org).

**DIRECTOR OF DEVELOPMENT**

**Hammond School**

PS-PG, 995 students, coed day

July 1, 2012

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

854 Galway Lane  
Columbia, SC 29209

Hammond School in Columbia, SC seeks an experienced and dynamic fundraising professional to serve as Director of Development. Reporting directly to the Headmaster and working closely with the Board of Trustees and the senior administrative team, this person is responsible for creating and implementing a comprehensive cultivation, solicitation, and stewardship plan to support both current operations and the strategic objectives of the school. The ideal candidate will excel in developing relationships within the Hammond Family as well as the greater community. Three other development professionals and staff in the office help the director manage all fundraising activities, alumni and parent relations, database integrity, and volunteer engagement. For more information on this opportunity, including a complete job description, please send an email to [developmentsearch@hammondschool.org](mailto:developmentsearch@hammondschool.org).

**MATH DEPARTMENT CHAIR & UPPER SCHOOL MATH TEACHER**

**Hawken School**

PS-12, 941 students, coed day

July 1, 2012

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

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

Hawken School is seeking a full-time Math Department Chair/Upper School Math Teacher (Grades 9-12). The essential responsibilities of this position include, but are not limited to, the following: • Teach three sections of Math; • Coordinate and supervise curriculum development, implementation and assessment; • Supervise and evaluate math faculty; • Communicate effectively to department members information regarding plans, resources and facilities, and activities which affect department members; • Serve as a resource for new curricular initiatives; • Develop and manage the department budget in conjunction with Division Director; • Mentor colleagues and support their professional development; • Serve as a member of the Upper School Program Council; • Perform other duties as assigned by the Upper School Director or Head of School. Candidates must possess demonstrated competence and experience in math instruction and pedagogy. A Master's degree is preferred and an ability to teach across the Upper School Math curriculum is required. Qualified applicants should send a cover letter, resume and references to [upperschoolemployment@hawken.edu](mailto:upperschoolemployment@hawken.edu), Attn: Kim Samson, Director, Upper School.

**DIRECTOR OF ENTREPRENEURIAL STUDIES**

**Hawken School**

PS-12, 941 students, coed day

August 15, 2012

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

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

Hawken School is seeking an experienced educator to be the architect of our new Entrepreneurial Studies Semester Program. High school juniors and seniors will be eligible for this honors-level interdisciplinary program which will be scheduled to allow for immersion and travel and which will fulfill 3 course credits. This is a fulltime combined teaching and administrative position in the Upper School for the 2012-13 school year. The essential duties/responsibilities of this position, which is the equivalent of a department chair, include but are not limited to the following: Design Entrepreneurial Studies Semester Program; Teach 1-2 sections of Economics in the Upper School; Teach and develop Entrepreneurial Studies Semester Program at our urban extension campus; Develop Entrepreneurial Pathways Program, to include a summer internship program; Engage meaningfully in extracurricular activities; Perform any other non-teaching duties as assigned by the Upper School Director or Head of School. Qualified applicants should email a cover letter, resume and references to [hawkenemployment@hawken.edu](mailto:hawkenemployment@hawken.edu), Attn: Doris Korda. Please no phone calls. Hawken School is an EOE.

**HEAD OF LOWER SCHOOL**

**The Hewitt School**

K-12, 525 girls day

July 1, 2012

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

45 East 75th St.  
New York, NY 10021

The Hewitt School seeks to hire a visionary and effective educational leader as Head of the Lower School. The Lower School Head serves in a key leadership position as part of the K – 12 academic team in designing innovative curriculum and pedagogy, robust faculty assessment and professional growth systems, and programs to maximize student growth and independence. As a member of the leadership team, s/he reports to the Head of School and will play a critical role in creating the implementation plan of the 2012 strategic vision and goals. The Head of Lower School supervises and collaborates with faculty, knows and appreciates each girl, partners effectively with parents, communicates clearly and authentically with multiple constituencies, and has overall responsibility for the day-day operations and management of the division. The ideal candidate will have a proven track record as a creative and resourceful administrator, excellent classroom credentials, a passionate commitment to the education of young girls, demonstrated success in working with faculty and parents, extensive organizational skills, and a Master's degree. Submit a cover letter, resume, and statement of educational philosophy to Vicki Heymann; [vh@hewittschool.org](mailto:vh@hewittschool.org).

**DIRECTOR OF TECHNOLOGY & INFORMATION RESOURCES**

**The Hockaday School**

PS-12, 1085 girls day / boarding

July 1, 2012

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

11600 Welch Road

Dallas, TX 75229

The Hockaday School is seeking a creative and dynamic educator, leader and collaborator to serve as its Director of Technology and Information Resources beginning in July 2012. With a seven year old 1:1(grades 6-12) laptop program, Hockaday is a leader in the use of technology in learning. We seek a candidate who will be a primary catalyst within the community to create a dynamic and forward-thinking learning environment for an exponentially changing world. He/she must first and foremost be an educator who understands students and teachers and approaches decisions with an educational perspective. Reporting directly to the Head of School, the Director will be responsible for technology infrastructure, technology integration in instruction, and the libraries. For a full description of this position and the application process, visit our website at [www.hockaday.org](http://www.hockaday.org). Send Resume and Cover letter to: [recruitment@mail.hockaday.org](mailto:recruitment@mail.hockaday.org).

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**DIRECTOR OF INSTITUTIONAL ADVANCEMENT**

**Holland Hall School**

PS-12, 960 students, coed day

June 1, 2012

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

5666 East 81st Street

Tulsa, OK 74137

Holland Hall seeks an experienced and high-energy leader, campaign manager and campaign fundraiser to lead a successful advancement program. Currently comprising a professional staff of eight, the Advancement Office carries out programs in annual giving, capital giving, stewardship, planned giving, research, alumni and parent relations, special events, communication and public relations. A comprehensive campaign is planned for 2013.

**Qualifications and Skills:** Bachelor's degree required. Master's degree preferred. The ideal candidate will have at least six to eight years of advancement experience working preferably in an independent school, college or university environment. Holland Hall seeks a professional who is poised and comfortable interacting with prospective donors of significant wealth and who is positive, approachable, fosters trust and collaboration, and is committed to helping the school community grow and flourish. People management, strategic planning, and excellent organizational and writing skills are essential.

Contact: Ed Harris, Senior Consultant, Dini Partners, 3400 Carlisle Street, Suite 348, Dallas, TX 75204; [resumes@dinipartners.com](mailto:resumes@dinipartners.com).

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**DIRECTOR OF ADMISSION AND FINANCIAL AID**

**Interlochen Center for the Arts**

PS-PG, 450 students, coed boarding / day

After May 1, 2012

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

PO Box 199

Interlochen, MI 49643-0199

Interlochen Center for the Arts, one of America's most prestigious institutions for arts education, performance and fine arts presentations, seeks an accomplished and dynamic admissions professional for the position of Director of Admission. A key administrator for the institution, the Director is responsible for all aspects of the admissions processes for its comprehensive core educational programs: Interlochen Arts Camp and Interlochen Arts Academy. A Bachelor's degree is required; master's preferred, in a field of education or the arts, or a combination of a related degree and appropriate experience. Demonstrated experience in the admissions field is required. A very competitive salary and benefit package is being offered, commensurate with experience and qualifications.

Application: Please submit a letter of application expressing why this position interests you, along with a current resume and a listing of references to: [employment@interlochen.org](mailto:employment@interlochen.org), subject: Admissions. More information about Interlochen and this position can be found at [www.Interlochen.org](http://www.Interlochen.org).

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**DIRECTOR LEARNING SPECIALISTS**

**Isidore Newman School**

PS-12, 1147 students, coed day

July 1, 2012

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

1903 Jefferson Avenue

New Orleans, LA 70115

Isidore Newman School seeks a learning specialist with substantial experience in a PK-12 independent school environment. Our ideal candidate is a learning specialist to coordinate the learning support and services in all grades working specifically with upper school students and families. The position requires an advanced degree in the field preferably with course work and experience in learning disabilities. We are looking for a professional who embraces a dynamic, multi-dimensional, proactive, and integrated model for intervention in working with students. We are searching for a professional who embraces a framework that includes the following strategies: small group and individual work with students, work with students and teachers in real time in the classroom setting, training and support for teachers, coordination with tutors, and communication and collaboration with parents. Qualified candidates will have experience and expertise in interpreting formal evaluations, administering and interpreting informal assessments, and designing and implementing accommodation plans. Send letter of interest, resume, educational philosophy, and reference list to Lolly Hand, Head of Upper School; [lollyhand@newmanschool.org](mailto:lollyhand@newmanschool.org); 504-896-6330.

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**DIRECTOR OF ADMISSION AND FINANCIAL AID**

**Laurel School**

PS-12, 694 girls day

July 1, 2012

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

One Lyman Circle

Shaker Heights, OH 44122

Laurel School is seeking candidates for a Director of Admission and Financial Aid position. The Director will be a key member of the school's Administrative Team and an important contributor to the school's strategic thinking and planning. S/he will supervise a collegial and experienced staff of six. The Director will be responsible for managing the range of enrollment services to meet the needs of current families, prospective families, and the institution with respect to enrollment management and planning. Please visit [www.laurelschool.org](http://www.laurelschool.org) for more information and a complete job description.

**HEAD OF LOWER SCHOOL**

**Manlius Pebble Hill School**  
PS-PG, 584 students, coed day

July 1, 2012  
www.mph.net

5300 Jamesville Road  
DeWitt, NY 13214

Manlius Pebble Hill School is located in DeWitt, NY, a residential suburb of Syracuse. MPH is Central New York's oldest private educational institution and the area's only PK-12 independent school. The Head of Lower School is the educational leader for Grades PK-5, responsible for curriculum development and oversight, supervision and mentoring of faculty, tracking and assuring student progress and achievement, and communicating with the families of students. A key member of the school-wide administrative team, the Head of Lower School is also the voice of the Lower School within the larger school community, promoting best practices to enhance the educational experiences of students and playing a critical role in linking the Lower School in meaningful ways to the Middle and Upper Schools. The successful candidate for this position will have, among other qualifications, an advanced degree in Elementary/Early Childhood Education or a related field, experience in curriculum development and classroom teaching at the PK-5 level, knowledge of child development and willingness to stay current. Email letter of interest, current CV, statement of education philosophy and three professional references to swiggins@mph.net.

**HIGH SCHOOL PRINCIPAL**

**Mid-Pacific Institute**  
PS-12, 1480 students, coed day

July 1, 2012  
midpac.edu

2445 Kaala Street  
Honolulu, HI 96822

Search is for July 2012. Wickenden Associates of Princeton, New Jersey, is conducting the search. To request a complete description of this opportunity and the application process, visit our website (www.wickenden.com), send an email to searches@wickenden.com, or call us at 609-683-1355. Please do not contact the school directly.

**EXECUTIVE DIRECTOR**

**Mid-South Independent School Business Officers**

Open Until Filled  
www.misbo.com

1424 West Paces Ferry Road NW  
Atlanta, GA 30327

The Mid-South Independent School Business Officers (MISBO) is a not-for-profit, regional association of independent schools that serves business office professionals in nearly 300 institutions across the Southeast. With a budget of \$735,000 based on sales of over \$20 million, MISBO provides collective purchasing, professional development, and information sharing for its members while also promoting high standards and best practices for the operational managers of independent schools. Reporting to the board and supervising six staff members, the Executive Director will ensure that MISBO upholds its mission of supporting independent schools and their business offices and will continually seek ways to enhance or expand the services provided to members. The complete search profile is available under "Current Searches" at www.brighamhill.com. For more information, contact L. Lincoln Eldredge and Jessica D. Cockrell of Brigham Hill Consultancy at cockrell@brighamhill.com.

**ASSISTANT HEAD OF SCHOOL**

**Middlesex School**  
9-12, 350 students, coed boarding / day

July 1, 2012  
www.mxschool.edu

PO Box 9122  
Concord, MA 01742-9122

Middlesex School seeks an Assistant Head of School who will work closely with the Head of School to oversee the well-being of the school community. The Assistant Head is a faculty leader as well as an administrator, performing the hands-on duties of school life. Duties include: Assist Head of School in internal and external matters; Supervise the Directors of Diversity and Multicultural Community and Community Service; Organize faculty recruitment and hiring; Chair Calendar Committee and oversee assemblies and speakers; Supervise faculty coverage; Assist Dean of Faculty/Head on faculty concerns; Serve as principle liaison with Parents' Association; Serve on key Board of Trustee Committees; Serve on key School Administrative Committees. The Assistant Head will do special project work with the Head, teach one or two courses, and serve in evening/weekend supervisory capacities. Extensive experience in residential schools is a requirement; candidates with advanced degrees and with administrative experience, will be preferred. Send cover letter and resume to Kathleen C. Giles, Head of School or email to csteele@mxschool.edu.

**DIRECTOR OF ADVANCEMENT**

**Millbrook School**  
9-12, 270 students, coed boarding / day

Immediately  
www.millbrook.org

131 School Road  
Millbrook, NY 12545

Millbrook School, located in Millbrook, New York, is a small, coeducational, college preparatory boarding school of 270 boarding and day students. We seek an engaging and dynamic leader who will embrace the mission of the School, represent the School's values to external constituencies, and orchestrate the most ambitious capital campaign in the School's history. Position reports to Headmaster Drew Casertano now in his 21st year with Millbrook. 10+ years development experience required, preferably in education. Strong management skills and excellent front-line fundraising experience are essential. Experience organizing and running a capital campaign is required. B.A. required. There are 3,300 living alumnae/i. Current endowment is \$24 million. Excellent compensation and benefits package. Equal Opportunity Employer. Please visit www.millbrook.org. For full search description see www.deerfieldassociates.com. Position is available immediately. Contact: Doug Cooney, Executive Search Consultant, Deerfield Associates Executive Search, Inc. Email: jobs@deerfieldassociates.com.

**ACADEMIC DEAN**

**Miss Porter's School**  
9-12, 325 girls boarding / day

July 1, 2012  
www.porters.org

60 Main Street  
Farmington, CT 06032

Miss Porter's School is seeking an exceptional individual to provide leadership for the academic programs of the school. The Academic Dean reports to the Associate Head of School and leads the team of academic Department Chairs responsible for teaching, advising, curriculum development and department management. Porter's seeks an accomplished, experienced, and creative thinker who will embrace the mission and advance the vision and goals of the school. Since 1843, Miss Porter's School has partnered tradition with innovation to provide a superior education to young women. For more information, please visit [www.porters.org](http://www.porters.org). Materials requested: Curriculum vitae with three references. Address inquiries to: Thomas M. Evans, Resource Group 175, LLC, 90 Great Western Road, Harwich, MA 02645, Tel.774-237-0349, Email: [tmevanscca@comcast.net](mailto:tmevanscca@comcast.net).

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**HEAD OF THE UPPER SCHOOL**

**Nansemond-Suffolk Academy**  
PK-12, 1035 students, coed day

July 1, 2012  
www.nsacademy.org

3373 Pruden Blvd.  
Suffolk, VA 23434

Nansemond-Suffolk Academy is currently seeking a highly qualified educational leader for the position of Head of Upper School. The Upper School Head reports directly to the Head of School and is afforded a high degree of autonomy while serving as a senior member of the administrative and academic cabinets. Responsibilities for supervision of the day-to-day operations of the Upper School include the areas of academic and co-curricular programs, college counseling, student discipline and honor council, parent communications and relations, budget management, and faculty professional development. Preferred candidates will have secondary teaching, administrative and curriculum development experience in an academically rigorous independent school environment. Interested candidates are encouraged to submit a Cover Letter, a Resume and a Statement of educational philosophy as an email attachment (PDF) to Amy Morrell, [amorrell@nsacademy.org](mailto:amorrell@nsacademy.org).

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**DIRECTOR OF ADMISSION AND FINANCIAL AID**

**National Cathedral School**  
4-12, 577 girls day

July 1, 2012  
www.ncs.cathedral.org

Mount Saint Alban  
Washington, DC 20016-5000

National Cathedral School (NCS) seeks an experienced admission and financial aid professional who is a committed educator and who can provide innovative leadership in admission, marketing, multicultural education, and recruitment. The Director of Admission and Financial Aid at NCS oversees all aspects of admission, recruitment, financial aid, marketing, and re-enrollment efforts for the school. The ideal candidate is intellectually dynamic and an effective interviewer. Qualifications include a Bachelor's degree, with a Master's degree preferred; approximately 10 years of admission and financial aid experience; teaching experience; and strong written and verbal communication skills. Interested candidates should send a resume with a letter of interest and a list of three references to: Ms. Courtney Breul, Assistant to the Head of School, National Cathedral School, Mt. Saint Alban, Washington, DC 20016; 202/537-6334; [cbreul@cathedral.org](mailto:cbreul@cathedral.org).

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**FOUNDING HEAD OF UPPER SCHOOL**

**The Nueva School**  
PS-8, 353 students, coed day

July 1, 2012  
www.nuevaschool.org

6565 Skyline Blvd.  
Hillsborough, CA 94010

Search is for July 2012. Wickenden Associates of Princeton, New Jersey, is conducting the search. To request a complete description of this opportunity and the application process, visit our website ([www.wickenden.com](http://www.wickenden.com)), send an email to [searches@wickenden.com](mailto:searches@wickenden.com), or call us at 609-683-1355. Please do not contact the school directly.

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**MIDDLE SCHOOL DIRECTOR**

**The O'Neal School**  
PK-12, 430 students, coed day

July 1, 2012  
www.onealschool.org

P. O. Box 290  
Southern Pines, NC 28388

Southern Teachers Agency has been retained by The O'Neal School in the search for their next Middle School Director. O'Neal is a college preparatory school dedicated to the development of academic excellence, strength of character, and physical well-being of its students in an environment where integrity, self-discipline, and consideration for others are fundamental. Serving 430 students, O'Neal is an institution with a strong history and bright future. The O'Neal School seeks a highly qualified, experienced, independent school educator to lead its Middle School. The Director of the Middle School must be a strong communicator and an excellent team player. Applicants should submit by email an STA application, cover letter, current resume, list of references, and educational philosophy to Mr. Jamie Estes at [Estes@SouthernTeachers.com](mailto:Estes@SouthernTeachers.com). The application and a full position profile are available at [www.SouthernTeachers.com](http://www.SouthernTeachers.com).

### HEAD OF MIDDLE SCHOOL

**The Orchard School**  
PS-8, 619 students, coed day

July 1, 2012  
www.orchard.org

615 West 64th Street  
Indianapolis, IN 46260-4798

The successful candidate will lead a middle school community of 244 students in grades 5-8 and 30 faculty and staff. For nearly 90 years Orchard has been setting and achieving high standards of excellence with a strong, progressive tradition of child-centered learning. It will be essential that the appointee embrace progressive values and embody the spirit and values of the School.

Carney, Sandoe & Associates in Boston is conducting this search. To view the School's website go to: [www.orchard.org](http://www.orchard.org). For a complete Position Description go to: [search@carneysandoe.com](mailto:search@carneysandoe.com). Please address inquiries to: Chuck Burdick, 56 Apple Tree Lane, Cornwall, VT; [chuck.burdick@carneysandoe.com](mailto:chuck.burdick@carneysandoe.com); 802/462-3599 or Sherry T. Coleman, 10 Sunset Court, Wilmington, DE 19810; [sherry.coleman@carneysandoe.com](mailto:sherry.coleman@carneysandoe.com); 302/354-0043.

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### ASSOCIATE DIRECTOR OF COLLEGE COUNSELING

**Park Tudor School**  
JK-12, 983 students, coed day

July 1, 2012  
www.parktudor.org

7200 N. College Ave.  
Indianapolis, IN 46240-3016

The school seeks an Associate Director of College Counseling beginning in July, 2012 to join a well-established and expanding three-person college counseling team in providing individual and group support through the college search and admissions process for approximately 100 seniors and 320 underclass students and their parents. This is an 11-month position contracted for the months of August through June. The ideal candidate for this newly created position will have a minimum of five years of experience in selective college admissions and/or independent-school college advising. Qualifications include excellent listening, speaking and writing skills and the ability to work collaboratively with faculty and administrative staff in a growing program of college advising and student development. For a more detailed job description, please visit the Park Tudor website at <http://www.parktudor.org/about/pages/job-opportunities.aspx>. Park Tudor School offers excellent pay and a comprehensive benefit package. We are an Equal Opportunity Employer. Those who would add to the diversity of our staff are strongly encouraged to apply. Candidates should send their resume to [hr@parktudor.org](mailto:hr@parktudor.org).

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### DIRECTOR OF ADMISSION AND COMMUNITY OUTREACH

**The Phillips Brooks School**  
PreK-5, 276 students, coed day

July 1, 2012  
www.phillipsbrooks.org

2245 Avy Avenue  
Menlo Park, CA 94025

The Phillips Brooks School (PBS) announces a search for a Director of Admission and Community Outreach to begin on or about July 1, 2012. The director will be committed to the school's core values and educational mission. As an applicant, you must possess strong interpersonal skills for working successfully with prospective families and for discerning which families are well matched to the school. You will possess an affinity for children and how to interact with them in the admissions process. PBS seeks applications from candidates who have expertise in strategic marketing as well as in creative outreach to new markets. The director will have a demonstrated commitment to multiculturalism and to finding ways to enhance diversity at PBS. For the full job posting and application requirements, visit <http://www.phillipsbrooks.org/about/employment-opportunities>. Please send completed applications or direct questions to Dr. Scott Erickson, Head of School, at the following email address: [lboulger@phillipsbrooks.org](mailto:lboulger@phillipsbrooks.org).

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### HEAD OF LOWER SCHOOL

**Phoenix Country Day School**  
PK-12, 725 students, coed day

July 1, 2012  
www.pcds.org

3901 E. Stanford Drive  
Paradise Valley, AZ 85253

Phoenix Country Day School --a PK-12, coeducational, non-sectarian day school of approximately 725 students located in Paradise Valley, a suburb of Phoenix, AZ-- is seeking a new Head of Lower School (PK-4) to commence work on July 1, 2012. The ideal candidate will be an experienced independent school leader committed to excellence in all areas of education. He or she will capably attend to both the overall mission of the school and the daily details of life in the Lower School, a division of approximately 225 students and 40 faculty and staff members. The Head of Lower School reports to the Headmaster and is responsible for all facets of the division's operation. The successful leader will have a lively intelligence, a strong work ethic, a commitment to an evolving child-centered curriculum, an ability to work and communicate well with a variety of constituents, and a good sense of humor. Interested candidates should provide electronically a resume and letter of interest to Cindy Fowler, Assistant to the Headmaster; [cindy.fowler@pcds.org](mailto:cindy.fowler@pcds.org).

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### EXECUTIVE DIRECTOR FOR THE PORTER-GAUD FOUNDATION

**Porter-Gaud School**  
K-12, 920 students, coed day

July 1, 2012  
www.portergaud.edu

300 Albemarle Road  
Charleston, SC 29407-7593

Southern Teachers Agency has been retained by Porter-Gaud School for the search to find their next Executive Director for the Porter-Gaud Foundation/Director of Advancement. The recent creation of the Porter-Gaud Foundation, a separate 501(c)3 organization, allows the school to expand considerably its major gifts, capital campaign, and planned giving enterprises. An expanded staff and significant gains in endowment, annual giving, and financial aid since 2008 have given the philanthropy program at Porter-Gaud the momentum to take the next step into a fully realized and highly effective operation. Porter-Gaud seeks candidates with considerable experience in independent school or non-profit fundraising; who enjoy working with the head of school, board members, and various constituencies; and who can articulate the case for support for an excellent and historic institution. Please visit [www.SouthernTeachers.com](http://www.SouthernTeachers.com) for a full position profile and application instructions.

**UPPER SCHOOL PRINCIPAL**

**Porter-Gaud School**  
K-12, 920 students, coed day

July 1, 2012  
www.portergaud.edu

300 Albemarle Road  
Charleston, SC 29407-7593

Southern Teachers Agency has been retained by Porter-Gaud School for the search to find their next Upper School Principal. Guided by an exceptional faculty in a vibrant campus environment, students at Porter-Gaud discover the interests, talents, and passions that will define their future. During their time at the school, they develop the discipline that will serve as the foundation to their success academically, professionally, and personally. The best candidates will be able to formulate and articulate effective strategies for professional development, staff evaluation, student discipline, and collaborative approaches to enrollment management. Finally, the school seeks people with unquestioned integrity who are excited about Porter-Gaud School, about Charleston, and about contributing as a visible and active participant in the life of this community. Interested applicants should submit by email an STA application (available at www.SouthernTeachers.com), a cover letter, current resume, list of references, and educational philosophy to Mr. Jamie Estes at Estes@SouthernTeachers.com.

**DIVISION HEAD**

**The Prospect School at Wooster**  
Ages 7-14, 16 growing to 36 students, coed day

July 1, 2012  
www.theprospectschool.org

91 Miry Brook Road  
Danbury, CT 06810

The Prospect School at Wooster opened in 2011 and is a newly founded division of Wooster School. The Prospect School is for children ages 7-14 who can be successful, but have not achieved grade level success in school due to a diagnosed learning disability. It is the goal of the school to grow to 36 students by the close of the 2013-2014 academic year. Ultimately, the school would like to service 60 students. The Prospect School at Wooster is founded on the fundamental belief that all children can learn if they are taught in the ways that they need. We also believe that there is a direct link between learning disabilities and creativity. Our educational program is designed to harness student's creative talents and to use these talents to create a truly strength based educational program.

Send Letter of Application and Resume to: Andrew Gray, Wooster School, 91 Miry Brook Road, Danbury, CT 06810; or Email: Andrew.Gray@woosterschool.org.

**CFO, DIRECTOR OF FINANCE & OPERATIONS**

**Ransom Everglades School**  
6-12, 1069 students, coed day

June 2012  
www.ransomeverglades.org

3575 Main Hwy.  
Coconut Grove, FL 33133

Ransom Everglades School, an independent, coeducational, secondary day school for grades 6 – 12 with 1069 students located on two beautiful 11 acre campuses in Coconut Grove, Florida, seeks a sophisticated and experienced financial and business leader with superb financial, strategic and operating skills to fill the key position of CFO, Director of Finance & Operations (CFO). The CFO reports directly to the Head of School, and is responsible for setting the strategic direction, organization, management and implementation of a comprehensive business, finance, and investment function for the School. The 2010 -2011 School budget was \$34 million. Excellent leadership and communication skills are required. 10+ years work experience in a financial and business leadership position required. BA degree required, M.B.A. degree preferred. Position is available June 2012. Excellent benefits package and a competitive salary. EOE Employer. See full description at www.deerfieldassociates.com. To explore, contact: Doug Cooney, Executive Search Consultant, DEERFIELD ASSOCIATES Executive Search, Email: jobs@deerfieldassociates.com.

**DIRECTOR OF ENROLLMENT MANAGEMENT AND FINANCIAL AID**

**Ross School**  
PS-12, 500 students, coed day / boarding

July 1, 2012  
www.ross.org

18 Goodfriend Drive  
East Hampton, NY 11937-2584

Under the direction of the Head of School, the Director of Enrollment Management and Financial Aid directs all aspects of domestic and international recruitment at Ross School, including marketing and advertising associated with recruitment and the application process. The Director is responsible for leading the office and for articulating the admissions vision, procedures, structure and systems in conjunction with goals established by the Board of Trustees. The Director also works in partnership with the administration at Ross School and the Chief Financial Officer of Ross Institute to coordinate the development of enrollment contracts and financial aid awards. As a member of the senior administrative team, the Director will also serve in the capacity of Administrator on Duty to support the boarding program. This position would start July of 2012. Interested candidates should submit a resume with a letter of interest and a list of three references to hr@ross.org.

**DIRECTOR OF DEVELOPMENT**

**Ross School**  
PS-12, 500 students, coed day / boarding

Immediately  
www.ross.org

18 Goodfriend Drive  
East Hampton, NY 11937-2584

The Director of Development at the Ross School will oversee a comprehensive development program for the school, and will be responsible for planning, executing and annually growing the major gifts and annual giving campaigns, including individual, foundation, and corporate donor solicitation/cultivation/recognition, with a focus on multi-year long-term support and sustainability. The Director of Development will also manage the daily operations of the Development Office, supervising the Associate Director of Development, Director of Major Gifts and all support staff. The Director of Development reports to the Head of School and works closely with the Ross Institute and Board of Trustees to assure the continued sustainability of Ross School. Please email resume, letter indicating interest, and references to hr@ross.org.

**ASSISTANT DIRECTOR OF ADMISSION**

**Sandia Preparatory School**  
6-12, 665 students, coed day

August 1, 2012  
[www.sandiaprep.org](http://www.sandiaprep.org)

532 Osuna Road NE  
Albuquerque, NM 87113

Sandia Preparatory School is an independent, co-ed, college preparatory school with an extremely diverse student body. We seek an experienced admission and enrollment professional for a full-time position beginning in August 2012. This position will include participation in all aspects of the work of the admission office. Applicants should also expect to teach one course, preferably in the English, history or math department. Participation on the Financial Aid Committee is expected. All full-time faculty members also serve as advisors and activity sponsors. A bachelor's degree and 3 or more years of experience in independent school admission are required. A master's degree is highly desirable. The ability to coach and/or assist with the school's athletic program is preferred. Competitive salary and excellent benefits package. The complete job description is at [www.sandiaprep.org](http://www.sandiaprep.org). Send cover letter, resume and contact information for three references to: Mr. Steven Albert, Head of School; [salbert@sandiaprep.org](mailto:salbert@sandiaprep.org).

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**ASSISTANT DIRECTOR OF DEVELOPMENT**

**Sanford School**  
JK-12, 600 students, coed day

July 1, 2012  
[www.sanfordschool.org](http://www.sanfordschool.org)

PO Box 888; 6900 Lancaster Pike  
Hockessin, DE 19707-0888

Sanford School, a co-educational, JK-12 day school located in a suburb of Wilmington, Delaware seeks an Assistant Director of Development. The selected individual will oversee the planning and implementation of the school's annual giving program. The Sanford School Annual Fund reached \$400,000 last year with 100% participation from the trustees, faculty, and staff. Reporting to the Director of Development and partnering with the development staff, he/she will be responsible for creating and implementing a solicitation schedule, including concept development; all copy writing and management of printing and mailing. A Bachelor's degree and three years of successful experience in fundraising are required. Superior verbal and written communication skills and the ability to establish priorities, set objectives and achieve stated goals are necessary. A strong knowledge of Raiser's Edge and Microsoft Office is preferred. Interested candidates should send a letter of application addressing qualifications for the position, the names of at least three references and a complete resume to: Loren Yates, Sanford School, 6900 Lancaster Pike, Hockessin, DE 19707 or [YatesL@sanfordschool.org](mailto:YatesL@sanfordschool.org). Please, refrain from calling.

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**DIRECTOR OF ADMISSION AND FINANCIAL AID**

**Sayre School**  
PS-12, 610 students, coed day

July 1, 2012  
[www.sayreschool.org](http://www.sayreschool.org)

194 N. Limestone Street  
Lexington, KY 40507

Sayre School, a coeducational college preparatory school in Lexington, KY, seeks a Director of Admission and Financial Aid to assume leadership for all aspects of the admission and financial aid functions. Please see the school's web site for a complete announcement. Resumes should be sent electronically to Clayton Chambliss, Headmaster; [cgchambliss@sayreschool.org](mailto:cgchambliss@sayreschool.org).

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**VICE PRESIDENT OF ARTS AND ACADEMICS/DEAN**

**SC Governor's School for the Arts & Humanities**  
11-12, 235 students, coed boarding

July 1, 2012  
[www.scgsah.org](http://www.scgsah.org)

15 University Street  
Greenville, SC 29601

Southern Teachers Agency has been retained by the South Carolina Governor's School for the Arts and Humanities (SCGSAH) to lead the search for their next Vice President of Arts and Academics/Dean. Founded in 1999, SCGSAH is a public boarding school serving a maximum of 242 students in grades eleven and twelve (with a few in tenth), all of whom must be residents of South Carolina to attend. The mission of the school is to serve the artistically talented high school students of South Carolina through programs of pre-professional instruction in an environment of artistic and academic excellence. Candidates should share the values of SCGSAH, namely educating the whole child, creating a diverse community characterized by civility, and teaching and learning utilizing a collaborative approach. Please visit [www.SouthernTeachers.com](http://www.SouthernTeachers.com) for the full position profile and application instructions.

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**DIRECTOR OF DEVELOPMENT**

**The Seven Hills School**  
PK-12, 998 students, coed day

Open Until Filled  
[www.7hills.org](http://www.7hills.org)

5400 Red Bank Road  
Cincinnati, OH 45227-1198

The Seven Hills School in Cincinnati, Ohio, seeks a Director of Development to direct and manage the school's development effort and associated campaign initiatives. Reporting to the Head of School, this individual will create and implement goals, strategies, and programs to attract financial support for current use, capital improvements, and endowment. The Director of Development will manage a team of six professional and administrative staff members responsible for annual giving, alumni relations, major gifts, stewardship, gift processing, and database management. A complete description of the opportunity is available under "Current Searches" at [www.brighamhill.com](http://www.brighamhill.com). Interested and qualified candidates should contact L. Lincoln Eldredge or Dianne V. Puls at [puls@brighamhill.com](mailto:puls@brighamhill.com).

**DIRECTOR OF ADVANCEMENT**

**The Spence School**  
K-12, 700 girls day

Spring 2012  
www.spenceschool.org

12 East 91st Street  
New York, NY 10128-0657

The Spence School, a leading independent day school for girls since 1892, enrolling 700 students from Kindergarten through 12th grade, located on the Upper East Side of New York City, seeks a senior advancement professional who will lead, manage and motivate a positive culture of fundraising with donor constituents, trustees and Spence's community. This is a high profile position which reports directly to the Head of School, and includes managing an advancement team of eleven. 10+ years experience in development/advancement is required. Excellent leadership skills are essential. Experience managing and building a strong alumnae program, communications, annual giving, major gifts, campaign management and planned giving including capital campaign experience are all required. B.A. required. The annual fund raises \$3 million. There are 2,800 alumnae. Excellent compensation and benefits package. EOE Employer. View full description at [www.deerfieldassociates.com](http://www.deerfieldassociates.com). Available in Spring of 2012. Contact: Doug Cooney, Executive Search Consultant, DEERFIELD ASSOCIATES Executive Search, Inc. Email: [jobs@deerfieldassociates.com](mailto:jobs@deerfieldassociates.com).

**DEAN OF FACULTY**

**Saint David's School**  
PS-8, 400 boys day

July 1, 2012  
www.saintdavid.org

12 East 89th Street  
New York, NY 10128

Reporting directly to the Headmaster, the Dean of Faculty is primarily responsible for the professional growth and development of the faculty, including coordination of the school's mentorship, supervision and evaluation, and professional development programs. The dean is also responsible for academic scheduling, the identification and articulation of best practices from current research and traditional pedagogy, and teaching classes. As a member of the senior administrative team, the Dean holds a cabinet level position and assumes additional roles and responsibilities as discussed and agreed. Ideally, candidates should hold an advanced degree; demonstrate successful leadership experience; have teaching experience across a spectrum of elementary school grade levels; possess excellent interpersonal communication skills; be a flexible, innovative thinker; and demonstrate an appreciation for the mission, history and philosophy of Saint David's School. Interest and experience in math is desired but not necessary. Please send cover letter, resume, and letters of reference to Dr. David O'Halloran, Headmaster, at [positions@saintdavid.org](mailto:positions@saintdavid.org).

**DEAN OF ADMISSION**

**St. George's School**  
9-12, 350 students, coed boarding / day

July 1, 2012  
www.stgeorges.edu

P.O. Box 1910  
Newport, RI 02840-0190

Founded in 1896, St. George's is located on 125 seaside acres near Newport. The School is coed, boarding and day, with 350 students evenly split between boys and girls with about 18% students of color and 12% international students. Boarders come from more than 23 states and 18 foreign countries. Unique to St. George's is Geronimo, a 69-foot marine research and sailing vessel, which is incorporated in the School's program. The endowment, as of June 30, 2011, was \$111 million.

St. George's is a school with an Episcopal heritage welcoming students of all faiths. Admission is highly competitive. The School receives about 700 applications for 100 openings. 26% of the students receive financial aid.

Contact: Larry Becker, Senior Search Consultant, Carney, Sandoe & Associates; [larry.becker@carneysandoe.com](mailto:larry.becker@carneysandoe.com); 508-332-8478.

**EARLY CHILDHOOD DIVISION DIRECTOR**

**St. John's Parish Day School**  
PS-5, 385 students, coed day

July 1, 2012  
www.stjohnspds.org

9130 Frederick Road  
Ellicott City, MD 21042

The Early Childhood Division Director reports to the Headmaster and is responsible for day-to-day operations, modeling a style of exceptional care and concern for each child, and assisting the Admission Director with the enrollment process. There are 195 students in the EC program (3's, 4's, and Transitional Kindergarten) with 30 faculty/staff. SJPDS, an AIMS accredited school, prides itself on its academically-oriented program with an emphasis on play-based learning and a strong commitment to the preservation and celebration of childhood. Episcopal values infuse the program in daily chapel and more.

A graduate degree in EC or Elementary Education required. Candidates should love young children and have early childhood administrative experience; independent and Episcopal school experience preferred. Please send a single Word document with cover letter, resume, personal/professional statement, and five references. Contact: Stephen B. Harrison, Headmaster; [sharrison@stjohnspds.org](mailto:sharrison@stjohnspds.org). St. John's PDS, 9130 Frederick Road, Ellicott City, MD 21042

**HEAD OF LOWER SCHOOL (K-3)**

**Saint Mark's School**  
K-8, Non-religious, 380 students, coed day

July 1, 2012  
www.saintmarksschool.org

39 Trellis Drive  
San Rafael, CA 94903-3327

Saint Mark's School seeks an innovative, experienced teacher/administrator for Head of Lower School. The LS Head leads the K-3 program, including hiring, professional development and evaluation, curriculum advancement, technology integration, student life, and parent education. Candidates should have a record of strong leadership, management, and communication skills as well as the inclination and experience to work in a diverse community focused on issues of equity and social justice. The LS Head reports to the Head and serves as part of a collaborative senior administrative team.

Saint Mark's is an independent, non-religious, coeducational K-8 school located in the Bay Area in San Rafael, CA, with an enrollment of 380. Cover letter and resume should be addressed to Joseph Harvey, Head, Saint Mark's School, 39 Trellis Drive, San Rafael, CA 94903. Saint Mark's is an equal opportunity employer. Candidates of color are encouraged to apply.

**DIRECTOR OF COLLEGE COUNSELING**

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

July 1, 2012  
www.spsfg.org

11232 Falls Road  
Brooklandville, MD 21022

The Director of College Counseling will have overall responsibility for leading the college counseling program, grades 9 through 12. In addition, Director of College Counseling will be responsible for overseeing a small college counseling staff to include another College Counselor and an Administrative Assistant to College Counseling. For further details regarding major responsibilities and key qualifications, please see job posting. Interested candidates can send their cover letter, resume and list of references to Shannon Gibson, HR Director at [sgibson@spsfg.org](mailto:sgibson@spsfg.org). St. Paul's School for Girls is an equal opportunity employer.

**DIRECTOR OF DEVELOPMENT**

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

Open Until Filled  
www.spsfg.org

11232 Falls Road  
Brooklandville, MD 21022

The Director of Development is responsible for leading the school's development program. The Director is also responsible for developing and maintaining active and productive relationships with board members, donors and other key constituents. The Director of Development should be well organized with a strategic approach to fundraising with at least five to ten years of demonstrated success in a leadership role and at least three years of direct fundraising or development experience, preferably in independent schools. Exceptional communicator in all ways; results-oriented individual with a commitment to the school and a high energy level is essential. The Director of Development should be admired, well respected and of high integrity, who is flexible, has confidence, as well as believes in creating an atmosphere of teamwork and collaboration. A strong work ethic, ease and experience with Microsoft Office, Raiser's Edge, and a willingness to coordinate efforts with others will be important qualifications in the Director of Development.

Contact: Shannon Gibson, HR Director; [sgibson@spsfg.org](mailto:sgibson@spsfg.org); 443/632-1083.

**MATH DEPARTMENT CHAIR, GRADES 5-12**

**Trinity School**  
K-12, 999 students, coed day

September 2012  
www.trinityschoolnyc.org

139 West 91st Street  
New York, NY 10024

Trinity School, a coeducational, K 12 institution located on the Upper West Side of Manhattan, seeks a Math Department Head beginning September 2012. In brief, the Math Department Head is responsible for (1) direct oversight of math department curriculum and instruction, grades 5 12, ensuring appropriate coherence, continuity, consistency and quality; (2) appropriate coordination between the math department curriculum in grades 5 12 and Lower School math curricula; (4) oversight of math department members' professional growth, including routine review of math department members' professional growth and performance; (5) collaboration with division heads, Associate Head, and Head of School in hiring and mentoring new math teachers; and (6) supervision of departmental staffing and scheduling, budget, book orders, substitute teaching arrangements, and other departmental policies and procedures. While the math department head routinely works with all three division heads as well as the Head of School, the Math Department Head is supervised by the Associate Head. Contact: Carney, Sandoe & Associates; Rice Bryan; [rice.bryan@carneysandoe.com](mailto:rice.bryan@carneysandoe.com) or Charlotte Rea; [charlotte.rea@carneysandoe.com](mailto:charlotte.rea@carneysandoe.com); 800/225-7986.

**DIRECTOR OF DEVELOPMENT**

**Trinity-Pawling School**  
7-12, 295 boys boarding / day

July 1, 2012  
www.trinitypawling.org

700 Route 22  
Pawling, NY 12564

Trinity-Pawling School, an all-boys boarding and day school for 295 students in grades 7 through 12, seeks a senior development professional to lead its development and alumni relations program. Trinity-Pawling School is located on a beautiful 140 acre campus in scenic and historic Dutchess County just 68 miles north of New York City in Pawling, New York. The Director reports to the Headmaster and manages a team of seven professional and support staff members in fundraising, alumni relations, and communications. The ideal candidate will be a senior fund-raising professional who is committed to serving – along with the Headmaster – as the School's chief fundraiser. Candidates should demonstrate an understanding of the best practices in all aspects of management, fundraising, trustee and volunteer relations, alumni and parent programs. At least 10 years of successful fundraising experience required. B.A. degree required. See full description at [www.deerfieldassociates.com](http://www.deerfieldassociates.com) Excellent compensation and benefits package. EOE. Contact: Doug Cooney, Executive Search Consultant, DEERFIELD ASSOCIATES Executive Search, Inc. Email: [jobs@deerfieldassociates.com](mailto:jobs@deerfieldassociates.com)

**DEAN OF STUDENT LIFE**

**University School**  
K-12, 870 boys day

July 1, 2012  
www.us.edu

2785 SOM Center Road  
Hunting Valley, OH 44022-6652

The Dean of Student Life is a key member of a leadership trio, along with the Campus Head and the Dean of Faculty -- a team which, for all intents and purposes, is responsible for and runs the daily life of the campus. Primary areas of responsibility include: student discipline and accountability; guidance and oversight of the House System (the School's advisory structure); collaboration with the Parent Body; and other duties and projects as assigned by the Headmaster. Effective candidates will have a passion for all aspects of school life, firsthand administrative experience, and significant practical experience in adolescent development. A graduate degree and classroom teaching experience are preferred. Demonstrable skills include: excellent communication, both in writing and speaking, with a wide range of constituencies (including students, teachers, and parents); a balance between decisiveness and flexibility; and a natural ability to connect with adolescent boys. Contact: Gregory Floyd, Gregory Floyd & Associates, Inc., 58 Portland Road, PO Box 399, Kennebunk, ME 04043-0399; [gffloyd@gregoryfloyd-assoc.com](mailto:gffloyd@gregoryfloyd-assoc.com); 207/985-7769.

**DIRECTOR OF ADMISSIONS AND ENROLLMENT**

**Virginia Episcopal School**  
9-12, 180 students, coed boarding / day

July 1, 2012  
www.ves.org

400 V.E.S. Road  
Lynchburg, VA 24503

The Director of Admissions and Enrollment reports to the Headmaster. This important school leader is responsible for all aspects of admission outreach, recruitment, enrollment, retention and financial aid (in conjunction with the Director of Financial Aid and the Business Manager). The Director also works closely with the communications team to publish all materials related to admissions as well as the content and structure of the school's website. He or she is responsible for establishing strategic direction, goals, work plans, work flow, and budget while overseeing the staff's day-to-day activities to ensure the attainment of enrollment goals with mission-appropriate students. VES is a coeducational, college preparatory boarding and day school with 180 students located on 160 acres in a residential section of Lynchburg, Virginia.

Please submit a cover letter, current resume, statement of educational philosophy, and the name and contact information of three references to Virginia Episcopal School, Attn: Ms. Leah Weiss, Assistant to the Headmaster, 400 VES Road, Lynchburg, VA 24503; lweiss@ves.org; 434-385-3608.

**COLLEGE COUNSELING DIRECTOR**

**Western Reserve Academy**  
9-12, 400 students, coed boarding / day

July 2012  
www.wra.net

115 College Street  
Hudson, OH 44236

Carney, Sandoe & Associates is assisting a search for College Counseling Director. To request a thorough description of this position or to inquire about the search process, please contact: Chuck Burdick, 56 Apple Tree Lane, Cornwall, VT 05753; 802-462-3599; chuck.burdick@carneysandoe.com. Please forward electronically the following: current resume, educational statement, letter of interest specific to this position and a list of five references including email addresses and phone numbers. Please do not contact the school directly.

**HEAD OF HIGH SCHOOL**

**The Westwood School**  
PS-12, 260 students, coed day

July 1, 2012  
www.westwoodschool.org

14340 Proton Road  
Dallas, TX 75244

The Westwood School of Dallas is opening its search for a rare breed of progressive educator and entrepreneurial leader to carry its secondary program to greatness. Since 1986, The Westwood School has served as a cornerstone in the Dallas Montessori community. In 2007, the school made the commitment to partner with the world-renowned International Baccalaureate Diploma and extend its offerings through 12th grade. The Westwood School is a fully accredited Montessori and IB Middle Years and Diploma Programme - the only one in the country - and has just graduated its first IB senior class. The successful candidate will have a philosophy that aligns with student-centered learning and the core tenets of Montessori and the International Baccalaureate approach. Significant experience growing programs, building enrollment and managing faculty is ideal.

Email cover letter of interest, resume, educational philosophy and a list/letters of 5 references with contact information to: The Education Group, Allison Lorimer, Lead Consultant; services@educationgroup.com or allison@educationgroup.com.

**DIRECTOR OF UPPER SCHOOL**

**Wildwood School**  
K-12, 700 students, coed day

July 1, 2012  
www.wildwood.org

11811 Olympic Boulevard  
Los Angeles, CA 90064

Wildwood School, a coed, college-preparatory day school, seeks an innovative educator and leader to serve as Director of Upper School. Wildwood enrolls 700 kindergarten through 12th grade students. The Director will join highly functioning administrative teams and will work collaboratively with faculty, staff, students, families, and board members. The Director is responsible for vision, strategy, and execution of upper school programs serving 9th through 12th graders, and supervises a faculty and staff of 40. The ideal candidate will have significant leadership experience working with upper school students, parents, and teachers, and a proven ability to manage and work with others to further the school's mission. Qualified candidates may submit a letter of interest, resume, and related documents to the attention of Head of School, Landis Green. Email submissions are preferred and may be sent to mmeena@wildwood.org. Wildwood School is an equal opportunity employer. To learn more, visit www.wildwood.org.

**DIRECTOR OF FINANCE**

**The Willow School**  
PS-8, 140 students, coed day

July 1, 2012  
www.willowschool.org

1150 Pottersville Road  
Gladstone, NJ 07934

The Willow School, located on 34 acres in Gladstone, New Jersey, is actively searching for a Director of Finance. This position reports directly to The Head of School and serves as an essential member of the senior administrative team. The Director of Finance is responsible for the non-academic infrastructure of the school including: finance, compliance, human resources, operations and safety, facilities, and after school programs. The Director of Finance works collaboratively with the administrative team and the Board of Trustees to promote the school's mission and strategic goals, while providing leadership through participation in all aspects of the school's financial operations. The successful candidate should have seven to ten years' experience in a financial and business leadership position, preferably in an educational setting. A BA degree is requisite, an MBA preferred. The Willow School offers a competitive salary, professional development, health insurance, retirement benefits and is an equal opportunity employer. Interested candidates should send a resume and cover letter to Deborah Kalish, Assistant to the Head of School dkalish@willowschool.org by February 30, 2012.

UPPER SCHOOL DIRECTOR

Winchester Thurston School

July 2012

555 Morewood Ave.

PS-12, 645 students, coed day

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

Pittsburgh, PA 15213-2899

An upper school of 250 students and 31 faculty which is engaged, forward thinking and welcoming, part of a dynamic, innovative institution on the move. Pittsburgh is widely recognized as one of the most livable and affordable cities in the United States. It continues to receive accolades for its civic initiatives, robust cultural, artistic life, and stable economy.

Carney, Sandoe & Associates in Boston is conducting this search. To request a thorough description of this position or to inquire confidentially about the search process, email or call the search consultants: Ben Bolte 617/933-3430 (dir) / Skype benbolte / [bbolte@carneysandoe.com](mailto:bbolte@carneysandoe.com) and Sherry Coleman 302/354-0043(dir) / [sherry.coleman@carneysandoe.com](mailto:sherry.coleman@carneysandoe.com). All inquiries are confidential. Please do not contact the school directly.