

# CARDIGAN MOUNTAIN SCHOOL

## Dean of Academics



### Overview

Cardigan Mountain School is a junior boarding and day school for boys in grades six through nine, located in Canaan, New Hampshire. The School seeks to employ individuals who will share our commitment to supporting the School's mission: "To offer a close-knit community that prepares middle school boys—in mind, body, and spirit—for responsible and meaningful lives in a global society." The School offers competitive salaries and benefits in a rewarding work environment defined by the strength of our community and our core values: compassion, integrity, respect and courage.

### The Position

Cardigan Mountain School seeks an experienced educator to lead the school's academic program, overseeing the academic schedule, student placement, and oversight of the systems of teaching and learning. The Dean of Academics serves as the primary interface between families and the academic program of the school, helping to enroll students in appropriate courses of study, coordinating the creation and distribution of student progress reports, and helping to define strategies for student support. The Dean of Academics will have teaching duties, and works with the Department Chairs to manage and enhance our academic curriculum. This is a 12-month position, reporting to the Associate Head of School. The school is eager to consider applications from traditionally underrepresented groups.

### Responsibilities

The position includes the following responsibilities:

#### Strategic Leadership

- Oversees the implementation of Strategic Plan 2032 goals around academic and intellectual program initiatives, including incorporating diversity, equity, and inclusion goals into our curriculum and programming, reviewing and enhancing our signature academic programs, and tracking and encouraging holistic student development.
- Act as staff liaison for the Academic and Intellectual Life Committee of the Board of Trustees

#### Program Leadership

- Oversees all aspects of curriculum, instruction, and assessment, building and sustaining a coherent academic program.
- In collaborating with the Dean of Faculty, stays current with and engaging in educational best practices, ideas and landscape.
- Serves as a spokesperson for the academic program both with the internal and external Cardigan community.
- Oversees the school's approach and curriculum around technology and the school's one-to-one student laptop program.

### THE PROCESS

If interested in this position, please send a résumé and letter of interest to Josh LeRoy, Dean of Faculty and Associate Head of School at [jleroy@cardigan.org](mailto:jleroy@cardigan.org). We will be reviewing résumés on an ongoing basis, working to fill available positions.

School transcripts and letters of recommendation are not required at first, but will be required after preliminary screening. No phone calls please. We prefer electronic attachments rather than paper. An onsite interview is required. Criminal background checks are performed on all new hires.

Cardigan Mountain School is an equal opportunity employer, and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

### CONTACT

#### Josh LeRoy

Dean of Faculty and Associate Head of School

[jleroy@cardigan.org](mailto:jleroy@cardigan.org)

## Responsibilities (continued)

### Program Leadership (cont.)

- Working with Department Chairs, models, designs, cultivates, and facilitates faculty professional learning in the art and craft of teaching.
- Monitor and effectively interpret the latest research, trends, and development in all areas of education.
- Collaborate with the Dean of Faculty and to oversee professional growth, development, evaluation and retention of teaching faculty.

### Systems Management

- Works closely with the Registrar to maintain accurate records in our online Student Information System (SIS) and Learning Management System (LMS), providing training and support for faculty, and serving as coordinator of data or system changes and improvements.
- Works with the Assistant Dean of Academics and Registrar to construct the annual academic schedule, managing conflicts and changes, enrolling students in courses, and distributing schedules to faculty and students.
- Works with the Registrar, generates regular grades and comments, ensuring that the comments are produced in a timely and professional manner, and that academic records are maintained in accordance with best educational practices.

### Administrator and Faculty Duties

- The Dean of Academics serves as both a member of the Senior Administration and the faculty. As such, this position:
  - Serves on the Senior Administration Team, rotating as the Administrator on Duty (AOD) along with colleagues, and otherwise being central to the daily operation of the school.
  - May be called on to teach one, to serve as an advisor, participate in our clubs program, and to coach in one athletic seasons.

## Background and Experience

- The ideal candidate will bring a wide range of backgrounds and experience to the position, including:
  - Master's Degree in an educational field of study recommended
  - Demonstrated experience in independent schools, including residential life, advising, and academics
  - Exceptional communication skills, both verbal and written
  - Detail-oriented with ability to manage multiple projects
  - Proven educator with experience in a wide range of classroom environments
  - Facility and comfort with educational technology
  - Experience with curriculum development
  - Background helping to plan and implement facility projects
  - Experience with middle school and single-sex education