

## Position and Candidate Specification



**PINGRY**  
EXCELLENCE & HONOR

The Pingry School

### Head of School

**PREPARED BY:**

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## THE PINGRY SCHOOL

*Maxima reverentia pueris debetur ~ Greatest respect is due students*

Founded in 1861, The Pingry School is an independent, co-educational, college preparatory day school with over 1,100 students from Kindergarten through Grade 12, situated on two campuses, in Basking Ridge and Short Hills, New Jersey. Embracing the country day philosophy, we seek to educate the *whole* child, and are committed to nurturing intellectual exploration, individual growth, social responsibility, and global awareness. Underlying these educational priorities is the enduring legacy of the School's Honor Code, which continues to reinforce the goals and values set forth by our founder, Dr. John Francis Pingry.

We celebrate a diverse community of students from 99 different communities in New Jersey and New York, 48% of whom are students of color. Expertly guiding our students are over 170 faculty members, 73% of whom hold advanced degrees and 24 of whom hold doctorates.

Pingry's 28-acre Short Hills Campus is home to the Lower School (Kindergarten–Grade 5), which underwent a full renovation and modernization that was completed in 2016. The Middle and Upper Schools (Grades 6-12) are located on 192 acres of verdant farmland in Basking Ridge. Between the two campuses, recently modernized spaces and resources abound. Pingry's facilities and grounds include newly created student and faculty collaboration areas, state-of-the-art science labs, an arts center with a vibrant art gallery and 240-seat theater, a 45,000-square-foot multisport athletics center (opened in 2017), two teaching gardens, clayworking and sculpture studio, pool, and an on-campus nature trail and campsite. In total, Pingry has devoted \$37 million in capital expenditures since 2013 (\$67 million since 2001) and pre-funded a 20-year capital replacement plan. An annual operating budget of \$56 million and an endowment of approximately \$90 million support a comprehensive and dynamic array of programming, from leading-edge academics and robust athletics to a variety of co- and extracurriculars.

Pingry's successful *Blueprint for the Future* capital campaign, which concluded in the summer of 2016, in addition to our 2018 Strategic Plan, continue to support the School's growth and vision for the future. Major cornerstones of the plan include: increased financial aid (currently over \$5 million awarded in need-based financial aid each year), professional development of faculty, campus modernization, curricular enhancements, global education and student well-being initiatives. The School is currently in the early stages of developing a Campus Master Plan to support collaboration, experiential education, and outdoor programming. To learn more about Pingry, visit: [pingry.org/about](http://pingry.org/about).

## PINGRY'S HISTORY

Over 150 years ago, Dr. John Francis Pingry founded a school with a broad vision and roots that extended well beyond academics. Beginning with a commitment to classical education, Dr. Pingry envisioned an institution that would not only foster intellectual vigor, but also instill in its students a sense of honor, strength of character, and a commitment to service, both nationally and globally. Naturally resulting from the School's commitment to its longstanding Honor Code, community service is integral to school life.

The School was founded in Elizabeth, New Jersey in 1861 to provide both scholastic training and moral education for boys. Three decades later, the School relocated to a larger campus in Elizabeth, and, in 1953, it moved to Hillside. Two milestones occurred during the 1970s: Pingry merged with the Short Hills Country Day School in 1974, and the first female students graduated in 1976. In 1983, Pingry's Middle and Upper Schools moved to their current

location in Basking Ridge, near the intersection of two major highways, to position the School for New Jersey's future population growth.

With firm adherence to the highest of academic, personal, and social values, Dr. Pingry established a standard for private education that has defined the School's legacy throughout its history. Today, more than ever, that standard and heritage—embodied today in the School's four pillars of Honor and Character, Intellectual Engagement, Diversity & Inclusion, and Stewardship and Sustainability—continue to guide our mission for the future. Learn more at [pingry.org/about/mission-and-history](https://pingry.org/about/mission-and-history).

The Pingry School is involved in claims of sexual abuse dating back to the 1970s. The Board and administration are committed to working with survivors to assist them on their path to healing, and to continuing to ensure the current and future health and safety of our school community, for all of its members. In April 2018, we reached a significant settlement with some survivors, and are actively partnering with excellent legal counsel to work through additional claims. All communications to our community on this topic can be found at [www.pingryresponse.org](https://www.pingryresponse.org).

Appointed by the Board of Trustees, the Head of School is the academic, administrative, and community leader responsible for Pingry's commitment to excellence and honor; its exceptional academic, athletics, and arts programs; and its diverse community. Building upon the School's strong foundation and its current strategic plan, the next Head will partner with the Board, the faculty, and the administrative team to articulate the School's priorities and to develop an ambitious plan to move Pingry forward. An experienced educator, the Head will relish the opportunity to engage with all members of the Pingry community, from the youngest learners to the most senior alumni. She/he will be a dynamic and visionary leader who will communicate effectively with students, parents, and faculty and staff as well as with our alumni and the broader educational community. Most of all, the Head will set high standards for all members of the community and model the excellence and honor that are fundamental to Pingry.

## KEY RELATIONSHIPS

<b>Reports to</b>	Board of Trustees
<b>Direct reports</b>	Assistant Headmaster—Basking Ridge Campus Assistant Headmaster—Short Hills Campus, Lower School Director Chief Financial and Operating Officer Dean of Faculty for Teaching and Learning Director of Admission & Enrollment Director of Athletics Director of College Counseling Director of Institutional Advancement Director of Studies Middle School Director Upper School Director
<b>Other key relationships</b>	Students, faculty, staff, alumni, families and the greater Pingry community

## KEY RESPONSIBILITIES

- Personify a singular commitment to an outstanding student experience.
- Partner with key stakeholders to develop a shared institutional vision and associated goals.
- Build on the culture of innovation and bold thinking, and strengthen the School's distinctive programming and pedagogy.
- Provide oversight and support to leadership team to measure and accomplish annual and long-term goals.
- Promote a community in which all feel engaged and valued, and a culture characterized by diversity, equity, and inclusion.
- Recruit, empower, and mentor a talented, inspiring faculty and an exceptional leadership team.
- Continue to build the School's financial assets.
- Oversee the implementation of the 2018 Strategic Plan and the resulting Campus Master Plan, which will enhance student learning opportunities and participation in athletics, the arts, global education, and experiential learning.
- Serve as an active, visible, and accessible member of the community and an effective spokesperson on and off campus.

## IDEAL EXPERIENCE

- Impactful organizational leadership and management—strategic, programmatic, financial, and operational—in an academic setting.
- Strong community presence with a demonstrated commitment to all facets of diversity and inclusion.
- Proven track record as the inspirational public face of an organization, who has effectively engaged a broad range of stakeholders.
- Advanced degree.

## CRITICAL LEADERSHIP CAPABILITIES

### Strategic thinking

With a clear vision for the future and an enduring appreciation for Pingry's longstanding tradition of excellence in education, the next Head of School will pursue meaningful engagements to refine and further develop the vision that will guide the School toward even greater levels of distinction. The next Head will:

- Engage the community in dynamic discussions and develop a vision built on the 2018 Strategic Plan to maintain the School's status on the cutting edge of high-quality independent school education.
- Be cognizant of the disruption in the education space and the world at large and explore innovations that will strengthen the programs and further differentiate the school.
- Set clear and actionable plans that address specific strategic initiatives, make critical choices to move the School forward, match resources with program goals, and measure impact to ensure success.
- Communicate and clarify the long-term direction of the School to all stakeholders and articulate the means by which success will be measured.

### Collaborating with stakeholders to build community

In a School where the Honor Code forms the foundation of a strong, vibrant culture, the Head of School must embrace the opportunity to lead a diverse community. The Head will lead with humility, compassion, curiosity, and intellectual engagement. She/he will be a naturally collaborative leader who creates opportunities for discussion and debate, always focused on creating an environment in which both students and employees will thrive and learn. Guided by the School's enduring philosophy, "*Excellence and Honor*," the next Head will:

- Empathetically listen to, learn from, and engage with Pingry's various constituents, with genuine caring and interest.
- Seek and create opportunities to strengthen connections with and among Pingry's students, faculty members, staff, parents, and alumni.
- Build partnerships and programs that acknowledge individual differences and capitalize on commonalities.
- Serve as a compelling spokesperson for the School's strengths, successes, and aspirations, engaging with the School's existing supporters while attracting new institutional donors.

### Leading and Managing

Even in high-functioning institutions with strong demand, well-developed campuses, and enviable resources, the financial model of independent schools continues to be challenged. Sound planning, talented people, and strong

infrastructure are critical to a school's success. The next Head will be a sophisticated manager who can lead a team, communicate clearly to the community, and deploy the School's resources wisely. She/he will:

- Develop an organizational structure that will support, empower, and retain a strong faculty and administrative team; invest in systems to support smart, informed decision-making.
- Establish appropriate and balanced levels of autonomy and accountability, creating an environment in which people feel challenged, empowered, and nurtured.
- Directly engage with employees to create clarity around reporting structure and oversight responsibility across both campuses, streamlining processes through well-defined administrative roles.
- Apply financial and operational acumen to assess the impact of initiatives and investments; prioritize opportunities to enhance the School.

### **OTHER PERSONAL CHARACTERISTICS**

- Passionate educator
- Commitment to excellence
- Educational thought leader
- Inspiring communicator and exemplary listener
- Visible and accessible
- Unquestionable integrity

### **SEARCH PROCESS**

It is The Pingry School's employment policy that individuals will receive equal opportunity in all matters pertaining to recruitment, employment, salary, promotion and assignment, regardless of race, religion, color, gender, sexual orientation, gender identity, national origin, age, disability, pregnancy status, genetic information, marital status, amnesty or status as a covered veteran, or other basis proscribed by federal, state, and local law. Decisions regarding employment and promotion will be based upon valid job-related factors.

To submit your own application materials or nominate someone to serve as the next Head of School at The Pingry School, please send an email message with supporting materials to [PingryHead@SpencerStuart.com](mailto:PingryHead@SpencerStuart.com).