

CARDIGAN MOUNTAIN SCHOOL

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 manage 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 Director of Teaching and Learning and Department Chairs to manage and enhance our academic curriculum. This is a 12-month position, reporting to the Director of Teaching and Learning.

Responsibilities

This position includes the following responsibilities:

Academic Program Management

- Constructs the annual academic schedule, managing conflicts and changes, enrolling students in courses, and distributing schedules to faculty and students.
- Working 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.

Communication with Families

- Reviews incoming student records, reaching out to families to create an appropriate course schedule, and communicating with faculty members about student needs as appropriate.
- Oversees the process of regular communication with families regarding student progress.
- Initiates communication regarding students facing academic challenges, working with families and students to build strategies for support and improvement.

THE PROCESS

If interested in this position, please send a résumé and letter of interest to Josh LeRoy, Dean of Faculty and Assistant Head of School at jleroy@cardigan.org. We will begin reviewing résumés in late January for February interviews.

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

Assistant Head of School
jleroy@cardigan.org

Responsibilities (Continued)

Systems Management

- Works closely with the Registrar to maintain accurate records in our onsite and online Student Information Systems, providing training and support for faculty, and serving as coordinator of data or system changes and improvements.

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 or more classes, to serve as an advisor, participate in our clubs program, and to coach in one or more athletic seasons.

Background and Experience

The ideal candidate will bring a wide range of backgrounds and experience to the position, including:

- 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
- Facility and comfort with educational technology
- Experience with curriculum development and management