

# 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

The Cardigan Mountain School Teacher Apprentice/Intern Program offers "on the job" training for those individuals interested in becoming a middle school teacher, while also providing the opportunity to explore other facets of an independent school life including admissions, athletic administration, international relations, secondary school placement, or development. The program is a full-time, 10-month paid position at Cardigan Mountain School, a boarding school for middle school boys in grades 6-9. The program is designed to give beginning educators the opportunity and experience needed to either lead their own classrooms or become well versed in various aspects of the independent school world.

## Specific Responsibilities

The Teaching Apprentice/Intern will:

- Work directly with the dean of faculty on a daily basis
- Have the option to work each week with the admissions office, athletic department, secondary school placement office, international relations team, or development office (*depending on what the intern is interested in*)
- Coach three athletic seasons or perform comparable non-athletic responsibilities
- Participate in our clubs program
- Serve as an advisor to students
- Supervise a dormitory floor

## Qualifications

The ideal candidate will possess the following qualifications:

- Bachelor's degree required
- Interest in working with adolescent boys
- A shared commitment to an inclusive community, and respect for differences
- Ability to make contributions to School life across multiple facets of our program
- Willingness to embrace and engage in the active lifestyle of an independent boarding school

## 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](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 Assistant Head of School  
[jleroy@cardigan.org](mailto:jleroy@cardigan.org)