



# CARDIGAN MOUNTAIN SCHOOL

Canaan, New Hampshire  
A Boarding & Day School for Boys, Grades 6-9, 225 Students  
[www.cardigan.org](http://www.cardigan.org)

## DIRECTOR OF TEACHING & LEARNING FOR JULY 2019

*Build character and mold minds.*



### The Opportunity

Cardigan Mountain School (CMS) seeks an experienced and visionary educator to serve as the strategic leader of our academic program, working with students, faculty, and department chairs to implement an active and entrepreneurial approach to learning. The position serves as the director of the school's innovative Gates Program, oversees faculty professional development opportunities around the art and craft of teaching, and provides vision and direction for the school's one-to-one laptop program. The Director of Teaching and Learning is a 12-month position, which reports to the Assistant Head of School.

**Enrollment** (2018-2019)

225 Students

Grades 6-7: 55

Grades 8: 79

Grade 9: 91

International Students: 40%

**Faculty & Staff**

117 Faculty, Admin &amp; Staff

55 Teachers

11 Administrators

34% hold an advanced degree

**Campus** (500 acres)

Classrooms, Library &amp; Cafeteria

Needham Art Gallery

Hamilton Health Center

Gates I.D.E.A. Shop

Williams Wood Shop

Stoddard Center – Humann Theatre

Marrion Athletic Center &amp; Fields

Ramos Tennis Courts

Johnson-Wakely Fitness Center

Jokinen Sauna

Beach, Boathouse &amp; Waterfront

**Financial**

Operating Income: \$18.5 million

Operating Expenses: \$17.7 million

Financial Aid: \$2.4 million

Debt: \$13.7 million

Endowment: \$30 million

**Development**

Annual Fund: \$1.1 million

Capital Campaign: \$3.1 million

**Introduction**

Cardigan Mountain School is a junior boarding and day school for boys in grades six through nine, located in Canaan, New Hampshire about 20 miles east of Dartmouth College. The School seeks to employ individuals who will share the 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 the community and the core values: compassion, integrity, respect and courage.

**History**

At Cardigan Mountain School, the forward-thinking program is informed by the School's rich history and traditions. CMS embraces the vision of the founders, Harold P. Hinman, a Dartmouth College graduate, and William R. Brewster, headmaster of Kimball Union Academy: they imagined a School that offered a beautiful natural setting and balanced instruction, helping boys build a foundation for future success. In 1945, these men joined with Dartmouth president E. M. Hopkins to obtain the School's lakefront home, nestled below Mt. Cardigan's peak. CMS has integrated thoughtfully into this campus, expanding from an initial graduating class of seven boys, merging with the Clark School in 1954, and settling intentionally into the current enrollment of just over 200 boys in grades six through nine. As CMS approaches the 75th anniversary, the School is proud to note that the philosophy and objectives have remained unchanged. The CMS community learns from and values the environment; emphasizes risk-taking and experiential learning; fosters personal responsibility and kindness to others. As Cardigan Mountain School's founders envisioned, the School remains deeply committed to helping boys realize their potential, so that they can achieve a balanced and well-rounded life.



### Mission

Cardigan Mountain School offers a close-knit community that prepares middle school boys—in mind, body, and spirit—for responsible and meaningful lives in a global society.

### Core Values

To achieve our mission, we reward effort and accomplishment, helping each boy realize his academic, physical, and personal potential through the integration of the following Core Values in all aspects of daily life.

- **Compassion:** Be Kind. Seek to understand others and go out of your way to help.
- **Integrity:** Be honest. Remain true to yourself and your word.
- **Respect:** Be Considerate. Care for yourself, others, and Cardigan Mountain School.
- **Courage:** Be brave. Face adversity with strength and persistence.

### Memberships

NAIS  
ISANNE  
AISNE  
NEASC  
TABS  
JBSA

### School Placement (Partial list)

Berkshire School  
Deerfield Academy  
Episcopal High School  
Holderness School  
Kimball Union Academy  
New Hampton School  
Northfield Mount Hermon  
Phillips Exeter Academy

### Philosophy and Program

The Cardigan Way is to help every boy to achieve his academic potential. With more than six decades of experience in the art of educating middle school boys, we know a lot about creating an atmosphere where boys feel motivated to do their best. We also draw on some serious science—the latest research on adolescent brain development, learning styles, and the pedagogies that have been shown to be most effective for middle school boys. One more thing: we have caring teachers who make it a priority to understand each student as a unique learner and as an individual person.



Cardigan offers boys a solid educational foundation, a curriculum that prepares them for academic work at the secondary school level. Skill building is a key part of our academic program. We systematically and deliberately teach study skills and life skills, such as organization and time management. Our ultimate goal is to prompt boys toward self-knowledge, so that they understand themselves as learners and can pursue strategies that help them to become more successful students and versatile people.

Each student is required to take the six major courses each year at Cardigan, which includes history, English, math, science, a world language (French, Latin, Spanish, or ESL), and [Personalized Education for the Acquisition of Knowledge and Skills \(PEAKS\)](#). To enhance the academic experience of the boys, we also require that they take two or three art electives each year depending on grade level; offerings include visual arts, music, theater arts, and woodworking. Participation in the [Gates Invention & Innovation Competition](#) program is required for our grade six and seven students and is optional in grades eight and nine. In consideration of the diverse profile of our student body, students are also obliged to take part in Cardigan's yearlong [Global Leadership class](#).

The Charles C. [Gates Invention & Innovation Competition](#) is an academic and afternoon program offering at Cardigan made possible by the Gates Frontiers Fund. Gates at Cardigan is designed to encourage creative thinking, risk-taking, and entrepreneurial spirit, and to develop an appreciation for hard work and accomplishment to students in grades six through nine. The Charles C. Gates Invention & Innovation Competition offers students the opportunity to participate in a creative process, to identify needs or new business opportunities, and to develop practical solution



Students who validate and appreciate different perspectives from across the United States and around the world are best prepared to meet the ever-changing needs of our diverse global society. In support of Cardigan's mission, the [Global Community Initiative \(GCI\)](#) enhances awareness of our multicultural world and develops the skills to be successful in it.

### **Expectations for the Director of Teaching & Learning**

#### Strategic Leadership:

- Oversee the implementation of Strategic Plan goals around academic and intellectual program initiatives, focused on bringing an active and entrepreneurial learning approach to all facets of our academic program.
- Oversees the implementation of the Strategic Plan goals around academic facility initiatives, including the school's new 15,000 square foot Center for Exploration, scheduled to open in Fall, 2020.

#### Program Leadership:

- Serves as the Director of the Gates Program, working with students to prepare them for the annual Charles C. Gates Invention & Innovation Competition. Coordinates with teachers and coaches, as well as with program sponsors at the Gates Frontiers Fund.
- Oversees the school's approach and curriculum around technology and the school's one-to-one student laptop program.
- Models, designs, cultivates, and facilitates faculty professional learning in the art and craft of teaching. Oversees the ITIP (Instructional Theory into Practice) program, guiding faculty in establishing and meeting personal goals for growing as educators.



### Management and Partnerships:

- Manages and works closely with the Dean of Academics in establishing the school's curriculum and master schedule, working with department chairs, and communicating with parents in establishing a path to success for every student.
- Manages and works closely with the librarian to support current needs, developing digital research tools and curriculum, and creating a strategic path forward.

### Administrator and Faculty Duties:

The Director of Teaching and Learning 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 club program, and to coach in one or more athletic seasons.

### Ideal Candidate Attributes and Experiences

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 preferred but, not required
- 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

**Personal qualities** are very important to the Cardigan Mountain School community, and the Director of Teaching & Learning must be:

- an unrelenting advocate for students and their learning and development
- a team player who is accessible and approachable (especially for faculty & students)
- passionate and knowledgeable about the education of middle school boys
- intelligent, innovative, and inspiring with exceptional emotional intelligence
- someone who will commit to and enjoy being part of the CMS community



## Information on the Search Process and Calendar

A search is underway to identify a new Director of Teaching & Learning in a timely fashion so the successful candidate can assume the position on July 1, 2019.

Cardigan Mountain School is a member of the National Association of Independent Schools and will follow NAIS Principles of Good Practice regarding hiring and searches.



The School has engaged a national executive search firm, Educational Directions to assist the Head of School and the Cardigan Mountain School Community with the search. Please direct all inquiries, applications, and nominations in confidence to Samuel S. Richards: [srichards@edu-directions.com](mailto:srichards@edu-directions.com)

Candidates should express their interest and begin the application process as soon as possible.

Candidates should submit:

- A letter of interest explaining their explicit interest in the Director of Teaching & Learning position and Cardigan Mountain School
- Current resume or CV
- The names, e-mail addresses, telephone numbers and affiliation to the candidate of five (5) professional references
- Reference letters are welcome but not required

## Calendar for the Search

Applications due:..... March 22, 2019  
 Candidates notified of status:..... April 5, 2019  
 Semifinalist Interviews:..... April 9-10, 2019  
 Finalist Interviews:..... April 22-30, 2019

The compensation package will be within the expected norms of comparable NAIS, ISANNE and AISNE schools.

*Cardigan Mountain School and Educational Directions do not discriminate against qualified applicants for employment on the basis of race, color, creed, gender, national or ethnic origin, sexual identity, religion, age, or physical disability.*

*Cardigan Mountain School is an Affirmative Action/Equal Opportunity Employer and seeks a diverse and broad spectrum of qualified candidates.*