

# CARDIGAN MOUNTAIN SCHOOL



## Overview

Cardigan Mountain School—founded in 1945—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. Cardigan Mountain School offers competitive salaries and benefits in a rewarding work environment, and does not discriminate on the basis of race, color, creed, handicap, sexual orientation, or national origin in the administration of its educational policies or any other program governed by the School.

## The Position

Building close and healthy relationships with each student is the underpinning of the PEAKS Coaches’ role. Strong relationships allow the coaches to observe, listen and ask questions in a way that helps them understand each student’s experience. Coaches use knowledge of students’ strengths and challenges to facilitate the development of personal competencies and to encourage students to use this information towards a commitment to action.

PEAKS® helps to facilitate the Cardigan Mountain School community to achieve its full potential by integrating and supporting habits of learning.

PEAKS is a unique department where students identify their individual strengths and challenges, and learn to advocate for themselves. PEAKS is also a course taken by every student.

## Responsibilities

The following tasks are assigned to this position:

### Teaching the PEAKS Core Course

- Teach a full course load of the PEAKS core course.
- The curriculum focuses on Habits of Learning and uses project based activities in topics such as technology, wellness and other core content.
- Help create, update, and edit the PEAKS curriculum and course descriptions.

### Team Facilitator

- Observe content area classes when possible providing feedback to teachers on how to vary teaching methodologies and use different strategies to help students learn.
- Supports the Cardigan community as a professional development resource and sounding board for ideas.
- Support and serve content area teachers as well as be available daily to handle issues that may arise with the students on your PEAKS team.
- Maintain dialogue with PEAKS Department chair, advisors, and other teachers to assure progress of your students.
- Assist in the sectioning and placement of students as they move on to the next grade at CMS with the Dean of Academics.

## THE PROCESS

If interested in this position, please send a résumé, letter of interest, and contact information for three references to Josh LeRoy, Assistant Head of School at [jleroy@cardigan.org](mailto:jleroy@cardigan.org).

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 & Dean of Faculty  
[jleroy@cardigan.org](mailto:jleroy@cardigan.org)

## **Responsibilities (continued)**

### **Academic Coach**

- Create and maintain a portfolio on each of your PEAKS students outlining their learning strengths, challenges and how they learn best.
- Serve as the secondary advisor to students on your PEAKS team, focusing on academics.
- Identify and meet with students for academic support in the afternoons and evenings (formally and informally).
- Work with the PEAKS Department Chair and Director of Studies to outline possible student accommodations and communicate these to teachers and parents when necessary.
- Attend professional development opportunities to further your education and help identify opportunities for other faculty members with the PEAKS Department Chair.
- Communicate with parents/teachers/other PEAKS Coaches regarding student progress.

### **Other Skills and Abilities**

- Excellent written and verbal communication skills.
- Willingness to work with a teaching team.
- An interest in participating in a residential program.

### **Qualifications**

The ideal candidate will possess the following qualifications:

- Bachelor's degree required; Master's degree preferred
- Previous teaching experience in a middle school environment preferred but not required
- Demonstrated proficiency in subject area through previous coursework and/or experience
- Interest in and demonstrated skill 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