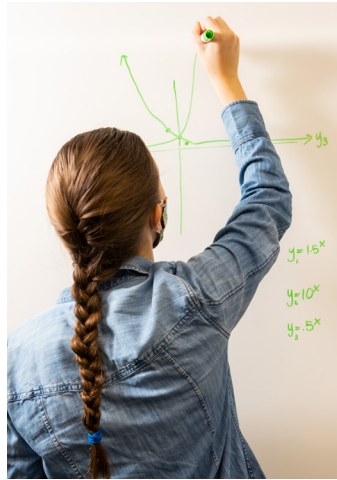




# PRINCETON DAY SCHOOL

## POSITION AND CANDIDATE SPECIFICATIONS



# HEAD OF SCHOOL



Confidential: This document has been prepared for the exclusive use of the client named. Because it contains confidential information, its use should be controlled and limited to the executives concerned. This information is given in good faith and is believed to be correct but may require verification.

The next Head of School at Princeton Day School (PDS) will inherit a school deeply committed to program excellence and a community bonded by invested faculty and engaged students. The new Head of School will build upon the strong legacy of the school, honoring its commitment to developing well-rounded students and providing a rigorous academic program while inviting all to partner together to create the educational vision that will inspire the institution's next chapter. With a strategic mindset and spirit of collaboration, the next Head of School will invite the community to assess, evolve, and strengthen all aspects of the school — pedagogies, curriculum, technology, community — to ensure that students are well prepared for an increasingly global and complex world.

The next Head of School will relish the opportunity to be a highly visible member of the community and will engage in the life of the school as a caring educator and accessible leader. The Head of School will create an environment where all students, faculty, staff, and parents feel a strong sense of belonging. The Head of School will be energized by the opportunity to connect with all constituents to support a culture that fosters community and inclusion, cultivates intellectual curiosity, values passion and kindness, and honors the faculty who are the lifeblood of every strong school.

In addition to the strength of the school's academic program and community, the Head will assume leadership of an institution that is robust across every metric, including high demand for enrollment across all three divisions, an approximately \$90 million endowment, a recently completed \$58.6 million capital campaign, and a beautiful campus.

The Head of School is appointed by the Board of Trustees and is responsible for all aspects of the school, including academic programming, operational and financial health, and external relations and fundraising. In partnership with the Board, the Head of School is responsible for setting the school's strategic priorities and achieving the school's mission. An exceptional listener who strives to build trust among all stakeholders and brings clarity in decision-making and communication, the Head of School will champion the continued excellence of the school in an environment where all stakeholders can thrive and grow.



## IDEAL EXPERIENCE

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### Academic Leadership

Accomplished and passionate educational leader with experience motivating and inspiring dedicated faculty and staff.

### Learner-Centric Leadership

Leads with a focus squarely on the intellectual, social, emotional, and personal development of the students.

### Strategic Planning

Experience developing an ambitious, bold strategic plan, setting clear priorities, executing them, and assessing impact.

### Commitment to Diversity, Equity, and Inclusion

Demonstrated track record of achieving measurable progress on diversity, equity, and inclusion initiatives that have influenced organizational culture, practices, and strategies.

### Financial and Operational Leadership

Understanding of the financial and operational underpinnings of an independent school; familiarity with the levers to secure a fiscally sustainable institution, including the capacity to serve as an effective fundraiser.

### Partnering with Board of Trustees

Ability to collaborate effectively and transparently with the Board of Trustees.

### Academic Credentials

Strong academic credentials, relevant advanced degree required.

## CRITICAL LEADERSHIP CAPABILITIES

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### Academic Leader

In a school with an enduring commitment to academic excellence and the development of the whole child, the next Head of School will:

- Be a voracious learner and the lead advocate in the evolution of the school's programs. Challenge and guide the community to think boldly about learning, engage in debate, and commit to reflection, continuous improvement, and innovation.
- Build a culture that recognizes and honors its exceptional faculty, invests in professional development, and holds faculty accountable to the school's high standards.
- Inculcate a culture of intentionality on key areas of focus, including social and emotional learning, community, and inclusion. Encourage and support collaboration across all divisions, building a vibrant, coordinated PreK-12 educational community.
- Ensure that all academic programs are challenging, set high standards, and advance a culture of excellence and accountability.

### Inspiring Community Builder

Given the institution's deep commitment to a kind and caring culture and community, the next Head of School will be a gifted community builder with the ability to:

- Be visible and accessible as a genuine presence in the life of the school and students. The Head of School will find joy in conversations with students, faculty, and staff – in the classroom, at lunch, in the theatre, or on the athletic fields.
- Advance and deepen the school's commitment to community, equity, and inclusion in its intellectual and community life and across its student, faculty, and staff populations.
- Promote trust and engagement across the school's broad community. Recognize that every conversation is an opportunity to build a culture of understanding and mutual respect.
- Be an inspiring and transparent leader who welcomes debate, values diverse perspectives, listens, and then makes decisions always in the best interest of the students and the school.

### Complex Organizational Leadership

In a large PreK-12 school with ambitions for continued growth and evolution, the Head of School will:

- Be a strategic, effective steward of the school's assets with strong business acumen. Set priorities that reflect the school's values, ambitions, and resources, and then communicate plans clearly.
- Work cooperatively with the Board to set and execute a strategic plan.
- Attract, develop, and inspire talented and diverse faculty, staff, and administrative team while instilling and modeling a culture of teamwork, learning, and respect. Create an environment where all feel empowered, supported, and accountable.
- Develop strong relationships with the school's Board of Trustees and partner closely with them on major institutional issues.
- Foster a culture of philanthropic support from alumni and parents.

### OTHER PERSONAL CHARACTERISTICS

- A broadly engaged intellect, a courageous leader with humility, unquestioned integrity, good judgment, and a strong internal compass.
- Warm and engaging; genuinely interested in the lives of students, faculty, and staff members.
- Exceptional verbal and written communication skills – thoughtful, inspiring, and authentic.
- The confidence to listen carefully, make decisions, and share credit.
- A sense of humor.

## GENERAL EXPECTATIONS OF EMPLOYEES EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the intent and resolve of PDS to comply with the letter and the spirit of the Equal Employment Opportunity laws.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PDS will be based on merit, performance, qualifications and abilities. The School does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, sexual orientation, genetic information or any other characteristic protected by law in the administration of its educational, admission, scholarship, or employment policies, or any other programs administered by the School.

Any employees with questions or concerns about any type of discrimination, harassment or retaliation in the workplace are encouraged to bring these issues to the attention of the Director of Human Resources, the Head of School or any member of the Leadership Team. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### Search Process

The Princeton Day School Head of School Search Committee is being assisted by Spencer Stuart in this search process. The committee welcomes comments, questions, nominations, and expressions of interest.

To contact the committee, please send an email with any supporting materials to the confidential email address below:  
[PDSHOS@spencerstuart.com](mailto:PDSHOS@spencerstuart.com).



An independent day school serving approximately 970 students from Pre Kindergarten through 12th Grade, Princeton Day School was created in 1965 through the merger of Miss Fine's School (founded in 1899) and Princeton Country Day School (founded in 1924). The school offers a challenging academic curriculum taught by a talented and experienced faculty, as well as extensive offerings in the arts, athletics, and other extracurricular activities. Within a culture that balances seriousness of purpose with a relaxed atmosphere, the many and varied accomplishments of PDS students are encouraged and celebrated.

#### THE SCHOOL AT A GLANCE

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As one of the most prestigious PreK-Grade 12 independent day schools in the competitive New Jersey market, Princeton Day School offers a broad, rigorous college preparatory curriculum that balances critical and creative thinking both within and across disciplines. Academic program excellence, including a leading PreK-Grade 12 STEAM program, is complemented by outstanding facilities, talented and dedicated faculty, and extensive offerings in the arts, athletics, and extracurricular activities. The PDS experience facilitates the development of self-agency in the pursuit of lifelong learning habits while balancing seriousness of purpose with a relaxed and inclusive atmosphere. Its graduates are known as accomplished learners, community builders and independent thinkers.

Created in 1965 from the merger of Miss Fine's School (founded 1899) and Princeton Country Day (founded 1924), Princeton Day School serves almost 1,000 gender-inclusive students across 14 grades on a beautiful 106-acre campus just outside of downtown Princeton, NJ. Considered one of the state's most desirable places to live, the Princeton area offers an exceptionally high quality of life with a sophisticated and diverse family- and community-oriented population deeply committed to educational excellence. The School is located in a regional landscape of surpassing natural beauty situated near the NJ-PA border about an hour from both Philadelphia and New York City.

#### Mission

In academics, athletics, the arts, and service, we celebrate the pursuit of individual excellence and the spirit of collaboration that binds us together as a community. We seek diversity of cultures, views, and talents to promote the intellectual growth and moral development of our students.

Our rigorous and broad PreK through 12th Grade program is designed for motivated and academically talented students. We emphasize both creative and critical thought and their clear expression. Supported by an exceptional faculty and a cooperative partnership of school and home, our students discover the joy of learning. They explore their interests, cultivate enduring relationships with teachers and peers, take risks, and thrive.

Integrity, respect, and compassion are essential to the school's mission. Our students leave Princeton Day School well equipped for college and beyond: prepared to act knowledgeably, to lead thoughtfully, to share generously, and to contribute meaningfully.

# PRINCETON DAY SCHOOL

## Philosophy

Our three school divisions strike this balance differently, but the common element from Pre Kindergarten to the 12th Grade is a commitment to nurturing the following core values:

- Integrity
- A delight in learning that evokes creativity, risk-taking, and an abiding curiosity about the human story and the natural world
- An independence of thought that includes and goes beyond academic excellence
- Respect and compassion for others, expressed through service

Integrity entails honesty to oneself and others; it also connotes wholeness, of the individual and of the community. We aim to nurture in our students the motivation, self-confidence, and mutual trust to discover their individual and communal strengths of mind, body, and spirit. We seek students of character and promising intellect who are capable of responding to this challenge, and we provide for them an educational atmosphere at once disciplined, playful, and diverse.

## PRINCETON DAY SCHOOL FAST FACTS

### ENROLLMENT

2021-2022 ENROLLMENT	957
LOWER SCHOOL (LS)	237
MIDDLE SCHOOL (MS)	295
UPPER SCHOOL (US)	425

PERCENTAGE OF STUDENTS WHO IDENTIFY AS STUDENTS OF COLOR 54%

### FACULTY AND STAFF

TOTAL NUMBER OF EMPLOYEES*	267
TOTAL FULL-TIME FACULTY	123
FT LS FACULTY	29
FT MS FACULTY	38
FT US FACULTY	56

- 8/1 Upper School student/teacher ratio
- 12 students average Upper School class size

\*Excludes seasonal coaches, substitutes, summer programs staff

TOTAL FACULTY WITH ADV. DEGREE**	106
LS FACULTY WITH ADV. DEGREE	22
MS FACULTY WITH ADV. DEGREE	28
US FACULTY WITH ADV. DEGREE	56

\*\*Includes PT and FT faculty



# PRINCETON DAY SCHOOL

AVERAGE YRS. FACULTY TENURE	11
AVERAGE YRS. LS FACULTY TENURE	14
AVERAGE YRS. MS FACULTY TENURE	9
AVERAGE YRS. US FACULTY TENURE	9

## FINANCE AND FINANCIAL AID

PDS ANNUAL OPERATING BUDGET***	\$40.6 mil.
ENDOWMENT 6/30/21	\$90.1 mil.
LS TUITION	\$33,530
MS TUITION	\$39,220
US TUITION	\$41,090
FINANCIAL AID (FA)	\$5.7 mil.
STUDENTS RECEIVING FA	22%
AVERAGE FA AWARD	\$25,400

## THRIVE! CAMPAIGN FOR STUDENT EXPERIENCE

Princeton Day School recently announced the successful completion of a \$58.6 million capital campaign, which provides significant new funding for need-based financial assistance, professional development, new academic and co-curricular programs, and has resulted in more than 100,000 square feet of new construction and facilities enhancements.

\*\*\*Financial aid & remission counted as expenses

## Accreditations & Memberships

- National Association of Independent Schools (NAIS)
- New Jersey Association of Independent Schools (NJ AIS)
- Association of Delaware Valley Independent Schools (ADVIS)
- Association of Independent Schools of New England (AISNE)

Go to [pds.org](https://pds.org) for the latest [news](#) and information about Princeton Day School. Social media platforms managed by Princeton Day School include: [PDS Facebook](#), [PDS Instagram](#), [PDS Twitter](#), [PDS Flickr](#), [PDS YouTube](#), [PDS Athletics Instagram](#), [PDS Alumni Facebook](#), [PDS Alumni Instagram](#) and the [PDS Anne Reid '72 Art Gallery Instagram](#).

