



## CAPE FEAR ACADEMY

### Director of Upper School

Cape Fear Academy  
Wilmington, North Carolina  
July 2023 • [Capefearacademy.org](http://Capefearacademy.org)



## The Opportunity

Southern Teachers is assisting Cape Fear Academy in the Search for its next Director of Upper School. The Director of Upper School is responsible for the coordination, implementation, development, and supervision of the programs and personnel of the Upper School, which serves students in grades 9 through 12. Additionally, as a member of the school's leadership team, the Director of Upper School collaborates with other senior administrators and the Head of School to implement Cape Fear Academy's mission and strategic plan.

Cape Fear Academy is a learning community committed to discovering and developing individual potential, preparing each student for success in college and life.

Founded in 1967, CFA is the only independent, nonsectarian Pre-Kindergarten through grade 12 school serving the Wilmington area. With 740 students in three divisions, members of the CFA community adhere to core values of integrity, respect, resilience, and accountability. CFA delivers incomparable academic excellence, fosters a culture of deep respect, and offers unparalleled opportunities to prepare students for an ever-changing world.

The next Director of Upper School must be an energetic team leader, an articulate public speaker, an optimistic and supportive mentor of talented teachers, and an effective planner who sees projects through to fruition. CFA has a very experienced and highly skilled faculty noted for building strong and supportive relationships with students and their families. Faculty members are proud to be a part of a school that values tradition yet seeks new ideas and innovations in learning. The Director of Upper School must model and maintain those vital traits.

A picturesque coastal town in the southeast corner of North Carolina, Wilmington is a growing city with unique geography, rich history, and vibrant culture. While offering some of the area's most appealing beaches and a stunning array of outdoor recreation, Wilmington enjoys a diverse and growing economy centered on education, healthcare, and tourism. This potent mix of assets has fueled a two-decade mini-boom, and Wilmington's population has grown to over 122,000 people.

**Cape Fear Academy is an independent, nonsectarian day school serving 740 students in Pre-Kindergarten through grade 12.**

## To Apply

Please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position.



**SOUTHERN TEACHERS**  
AGENCY



# Director of Upper School

Cape Fear Academy  
Wilmington, NC  
July 2023 • [capefearacademy.org](http://capefearacademy.org)

## Performance Objectives

### Attract, develop, and retain outstanding faculty

Cape Fear Academy's Upper School program is rigorous and diverse, but students are well-supported in their academic endeavors by encouraging faculty members. Working with other members of the Leadership Team, the Director of Upper School will recruit and effectively onboard talented teachers who will continue to facilitate students' academic success. Additionally, the Director of Upper School will ensure that current teachers are supported in continued professional development opportunities to maintain the academic rigor and cutting edge pedagogy that CFA is known for.

### Articulate a vision for the Upper School that is consistent with the core values of Cape Fear Academy

Respect, integrity, resilience, and accountability are core values at Cape Fear Academy. The Director of Upper School will communicate a vision for the Upper School that ensures these values are known and developed in all students. This vision will guide the Upper School program in its mission to develop young adults of character who are well-prepared for college and life.

### Strengthen connections among all Upper School constituencies through frequent and effective communication

The Director of Upper School will be a visible member of the community. The Director will clearly communicate the Upper School's expectations for academic success and student behavior, focusing faculty, students, and parents on the Upper School's mission.

### Ensure best practices across the division in the areas of college counseling, curriculum, and pedagogy

Cape Fear Academy has an outstanding college placement record, and the Director of Upper School will oversee the college counseling department to ensure that their practices continue to be up to date and serve the needs of Cape

Fear families. Moreover, the Director of Upper School will collaborate with the Director of Curriculum and Instruction to ensure that the Upper School's academic program continues to provide a foundation for future success and offers a wide variety of opportunities to meet every child's needs and interests.







# Director of Upper School

Cape Fear Academy  
Wilmington, NC  
July 2023 • [capefearacademy.org](http://capefearacademy.org)

## The Position

### Responsibilities

- Ensure that all Upper School activities are congruent with CFA's board-approved mission.
- Supervise and mentor Upper School faculty; refine curriculum and pedagogy; work with the Head of School in hiring and assigning faculty and staff; establish programs for teacher orientation and in-service training.
- Develop the master class schedule and assign teachers and students to their respective classes and obligations
- Keep accurate and up-to-date student, employee, and program records.
- Coordinate orientation and support for new students and families.
- Recommend action plans for students with special academic, behavioral, and physical needs.
- Establish guidelines for student conduct and dress; work with the Dean of Students to maintain discipline and adherence to school rules and to address significant infractions.
- Oversee coordination of Upper School activities; assist in planning and presenting programs and in maintaining the Upper School events calendar; keep the school community informed of programs and activities.
- Work with Director of Finance and Operations to prepare and manage the division's budget; maintain records of texts, supplies, and other instructional materials.
- Inspire an atmosphere of respect, collaboration, and joy for learning among Upper School students, faculty, parents, and staff.
- Collaborate with the Director of Enrollment on recruitment and retention process.
- Serve as chief articulator of Upper School programs, expectations, behavioral guidelines, and information to CFA constituencies and serve as an enthusiastic advocate for CFA in the local community.







# Director of Upper School

Cape Fear Academy  
Wilmington, NC  
July 2023 • [capefearacademy.org](http://capefearacademy.org)

## The Position *(continued)*

### Job Requirements

Candidates must have excellent oral and written communication skills, a willingness to listen, the vision and experience to lead a strong academic community, and a love for working with Upper School students and their families. Students, parents, and faculty should know that the Director of Upper School cares about their well-being and success.

The Director of Upper School should be well versed in adolescent pedagogy and social and emotional development and be fully prepared to collaborate, exercise good judgment, value diversity, and model Cape Fear Academy's core values of respect, integrity, resilience, and accountability.

The best candidate is a decisive leader who will make difficult decisions when necessary.

The next Director of Upper School will exercise the responsibilities in a professional manner and with a positive attitude.

### Education and Experience

A bachelor's degree is required and an advanced degree strongly preferred.

The ideal candidate will have experience as a Director of Upper School and as a teacher of Upper School students.

## Strengths and Opportunities

Not only are excellence and opportunity two of Cape Fear Academy's core principles, they describe the Upper School that the next Director will lead. Focused on challenge, creativity, and collaboration and guided by expert faculty and the school's current strategic plan, the Upper School has expanded its state of the art facilities and enriched its STEM, AP, and elective course offerings. Record-breaking enrollment and the school's largest ever rising 9th grade cohort are fueling momentum that has been supported by recent fundraising initiatives. Support in the form of mini grants from the Family Partnership and opportunities for professional development provide the faculty with the tools to enrich students' experiences. Across the state and region, Cape Fear Academy is recognized for its excellence in competitions including National History Day, debate, theater, athletics, robotics, math, writing and publications, and musical arts.





# Director of Upper School

Cape Fear Academy  
Wilmington, NC  
July 2023 • [capefearacademy.org](http://capefearacademy.org)

## The School

### History and Philosophy

Cape Fear Academy first opened its doors in September 1967. It was named after the original Cape Fear Academy, a military school for boys in Wilmington that operated from 1868 until 1916. The new school's first seniors graduated in 1971.

CFA is committed to four core principles: Academic Excellence, Opportunity, Character, and Community. Character training focuses on sound decision-making, respect and empathy for others, resilience, and accountability. The school strives to be a close-knit community with meaningful and long-lasting personal connections, supportive relationships, and respect for diversity. CFA believes that developing the whole child requires a broad range of opportunities. Students are therefore encouraged to find and pursue their passions in the arts, athletics, and other co-curricular activities. Dynamic learning experiences engage students' curiosity and prepare them to think critically and creatively.

### Upper School Academics

Many families enroll their children in Cape Fear Academy's Upper School for the school's challenging academic programs. Over 80% of students in the Upper School take at least one of its 30 AP courses, and 90% of them earn a 3 or higher on the AP exam. Additionally, CFA offers many opportunities in the classroom and beyond for students to analyze issues, explore perspectives that differ from their own, and consider elements shaping their worldview. Small, student-centered classes demand thorough research, encourage thoughtful debate, and help students develop a deeper understanding of themselves and the world.

The Upper School's CFA's "flex period" demonstrates the school's commitment to student-centered learning. Time is set aside twice a week for students to seek help from teachers, attend club meetings, travel to athletic contests, engage in project-based learning, and collaborate with peers. The result is an Upper School program that resembles a college environment, where students take ownership of their learning in partnership with teachers who are experts in their fields. At CFA, academics are not confined to classrooms or class periods.

## At a Glance

Founded:	<b>1967</b>
Grades:	<b>PK3-12</b>
Total Enrollment:	<b>740</b>
Preschool Enrollment:	<b>48</b>
LS Enrollment:	<b>263</b>
MS Enrollment:	<b>188</b>
US Enrollment:	<b>241</b>
Student Diversity:	<b>13%</b>
Students Receiving Aid:	<b>19%</b>
Total Faculty and Administration:	<b>137</b>
Faculty and Administration Diversity:	<b>8%</b>
Faculty with Postgrad Degrees:	<b>54%</b>
Highest Tuition:	<b>\$21,350</b>
Annual Budget:	<b>\$16,030,000</b>
Board of Trustees:	<b>15</b>
Accreditations:	<b>SAIS</b>
Most Recent Accreditation:	<b>2018</b>

CFA's comprehensive college counseling program begins in eighth grade. Seeking the "right fit" for every student above all else, college counselors advise students on an array of college options and expose them to varied resources and experiences. Additionally, counselors offer support and tools to enhance students' and parents' understanding of the application process, and they educate them on a range of topics from goal setting to financial aid. CFA's strong academic program, combined with its intentional college counseling process, has produced a 100% college acceptance rate, including most students' acceptance at their first choice schools and an 84% rate of graduation in four years or fewer.

Some of CFA's distinctive academic offerings include:

- A robust and esteemed liberal arts foundation, with opportunities for in-depth learning through AP courses, electives, independent study, project-based learning, and internships





# Director of Upper School

Cape Fear Academy  
Wilmington, NC  
July 2023 • [capefearacademy.org](http://capefearacademy.org)

## The School *(continued)*

- A significant increase in AP course offerings over the last five years from 17 in 2017 to 30 in 2022
- The requirement that all students complete a course in physics in order to graduate
- An Engineering Certificate Program which will graduate its first certificate recipients in 2023
- A 9-12 Computer Science track that includes AP courses as well as classes in robotics, virtual reality, and web design
- Advanced Topics in Coastal Engineering, a course that partners with Duke University to collect data and research on coastal management
- Entrepreneurship Fabrication and Design classes where students designed products and then tested the market with prototypes
- The AP Capstone program which includes two AP Capstone courses, with their associated performance tasks, assessments, and application of research methodology
- A seminar class for freshmen that focuses on study skills, financial literacy, health and wellness, and career and college planning
- Speaking for Success, a school-wide focus that allows students to master the art of public speaking
- Outdoor education programs including trips for 9th-11th grade, as well as opportunities for international travel – both service and culturally-focused
- Community partnerships with local firms, providing options for research, site visits, and internships
- An Upper School Innovation Task Force that examines the direction of college and high school education and proposes courses CFA could offer to prepare students accordingly

### Upper School Arts Program

All Upper School students have an opportunity to participate in a robust fine arts program. The range and quality of the fine arts at CFA is impressive, from its award-winning theater program to opportunities to shine in both vocal and instrumental music.



## College Counseling

This foundation is key to stellar college acceptance and performance. 100% of CFA graduates go to college; most are accepted at their school of choice including the nation's most competitive schools. They graduate high school with the social, emotional and academic skills to succeed in college and life.

CFA students graduate college in four years at nearly three times the national average, with grade point averages significantly above their peers.

The success of students both at CFA and beyond comes from deliberate planning, compassionate guidance, and deep relationships that begin early.







# Director of Upper School

Cape Fear Academy  
Wilmington, NC  
July 2023 • [capefearacademy.org](http://capefearacademy.org)

## The School (*continued*)

Program highlights include:

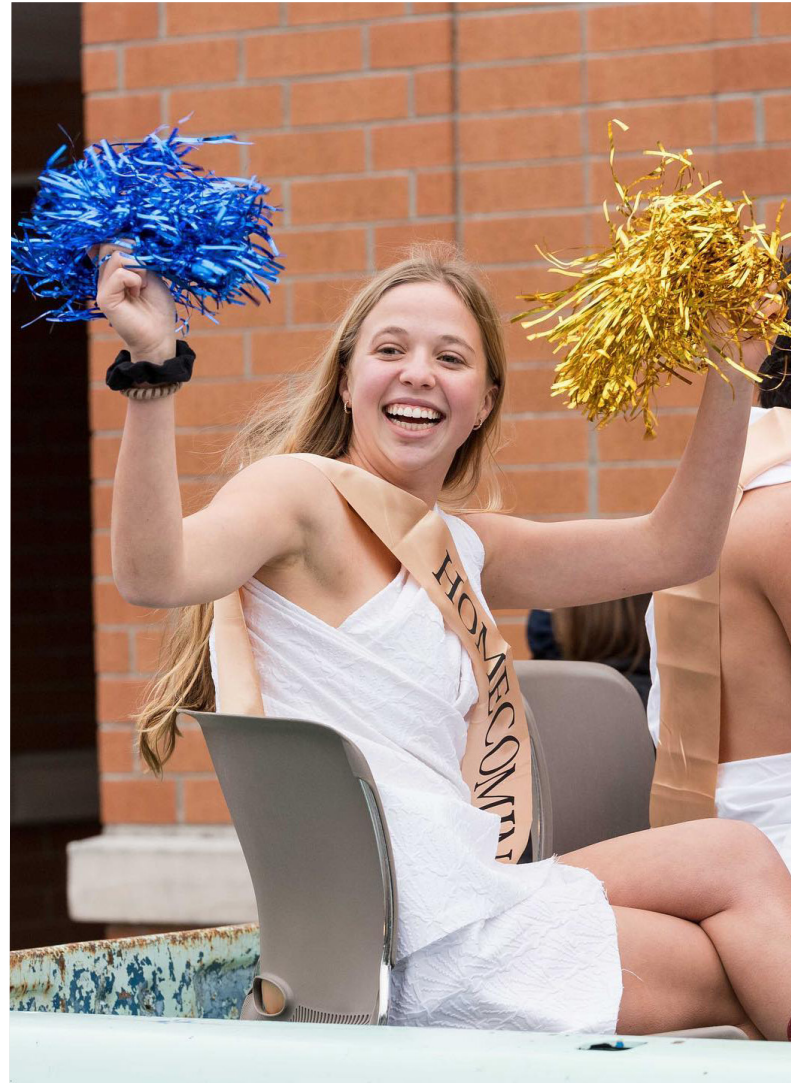
- Visual art electives ranging from classes that focus on the fundamentals to AP Art and Design
- Three full-scale performances including the NC Theater Competition, a winter play, and a spring musical
- A Technical Theater and Design class where students design and build the sets used in all school productions
- The opportunity to perform at historical Thalian Hall in the spring musical which includes experience performing in a pit band for instrumental music students
- Vocal and instrumental performances throughout the year at events like the Holiday and Spring Concerts, Commencement, and the Salute to Seniors
- AP Music Theory for advanced students in choral and instrumental music
- Opportunities to participate in master classes and statewide competitions

Additionally, CFA's acclaimed publications class teaches graphic design, photography, and journalism. Students produce both the school yearbook and this year, they will be covering school news in a digital magazine format rather than a traditional newspaper. Students create yearbook pages, write news articles, and take their own photographs. Publications are entirely student produced, giving them the opportunity to hone their writing skills and also develop visual and graphic design skills. Students also annually produce the award-winning literary magazine, *High Tide*.

### Upper School Athletics Program

Over 90% of Cape Fear Academy's Upper School students play on an interscholastic team, and in the last 20 years, 49 students have gone on to play at the NCAA Division I, II, NAIA, Junior College, or sanctioned club level. CFA's athletic program is an integral part of students' full educational experience, and it is CFA's desire to use athletics to promote character and impart values.

Coaches help student-athletes become responsible adults by promoting good sportsmanship, leadership on and off the field, commitment to one's team or activity, critical thinking during practice and competition, time management, self-discipline,



and enjoyment. The goal is to challenge student-athletes to strive to be the best they can be on and off the field. It is beneficial for athletes to have fun, fight adversity, risk failure, get up when knocked down, compete as diligently as possible, not use excuses, and learn how to win and lose gracefully.

Cape Fear Academy is a member of the North Carolina Independent School Athletic Association and the Coastal Rivers Conference. The school's athletics facilities feature two gymnasiums, a six-court tennis complex, and natural and synthetic field space both on the main campus and across College Road.





# Director of Upper School

Cape Fear Academy  
Wilmington, NC  
July 2023 • [capefearacademy.org](http://capefearacademy.org)

## The Community

Wilmington lies on the Cape Fear River in North Carolina's Inner Banks region. Nestled between a river and the ocean, the city is famous for its breathtaking beaches, amazing seafood restaurants, and friendly people. The local economy is strong, with a healthy mix of old and new employers, from International Paper to GE Nuclear Systems. Wilmington also has a large regional hospital and medical complex.

Wilmington offers exciting opportunities for adults and children alike. Wilmington is home to the WWII Battleship USS North Carolina, a war memorial open to public tours and across from the downtown port area. Additionally, families can take a short drive to the North Carolina Aquarium at Fort Fisher, named a top 20 aquarium in the U.S. by Trip Advisor. For outdoor enthusiasts, Wilmington boasts beautiful biking and running trails, parks, and gardens. Moreover, residents can take advantage of living near the water by fishing, surfing, paddleboarding, and kayaking. The University of North Carolina at Wilmington enrolls approximately 14,000 undergraduate students and 1,800 graduate students in bachelor's, master's, and doctoral degree programs. Cape Fear Community College enrolls 25,000 students and

features an award-winning, state-of-the-art Fine Arts Center. Wilmington is also a center of film and television production, including such motion pictures as *Iron Man 3*, *One Tree Hill*, and *The Summer I Turned Pretty*.

The Wilmington Metro Area's population is 302,000, making it North Carolina's eighth most populous metropolitan area. The cost of living is around the national average. Forbes Magazine ranks Wilmington among the top 40 cities in the United States for business and careers and anticipates further job and economic growth for the area. For anybody looking for an affordable lifestyle near the beach and a comfortable pace of life, Wilmington is ideal.



## Application Process & Timeline

For consideration, candidates should submit applications to Southern Teachers at [SouthernTeachers.com](http://SouthernTeachers.com), along with a current resume and a cover letter explaining their interest in and qualifications for this leadership position. For best consideration, include an introductory video with application materials.

Questions may be directed to Mr. Joe Coleman at [Joe.Coleman@SouthernTeachers.com](mailto:Joe.Coleman@SouthernTeachers.com) or 434-295-9122.

**Please do not contact the school.**

Initial interviews with the consultant at Southern Teachers will be ongoing.

**The new Director of Upper School will begin work July 2023.**

