



ACADEMY of
NOTRE DAME
de NAMUR

Opportunity Statement
Director of Middle School
Academy of Notre Dame de Namur
Villanova, Pennsylvania
July 2025

About the Role

The Academy of Notre Dame de Namur is at a pivotal moment, poised for exciting growth and evolution in its Middle School. The incoming Director will have the unique opportunity to shape the future of this vibrant learning community.

Inspiring young women to
inquire, explore, imagine &
innovate since 1856.

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School Overview

The Academy of Notre Dame de Namur, a beacon of educational excellence for young women, traces its roots back to 1856. Founded by the Sisters of Notre Dame de Namur in Philadelphia, the Academy has been dedicated to empowering generations of students to become confident, compassionate, and engaged global citizens.

Throughout its history, the Academy has adapted to the evolving needs of its students while remaining steadfast in its commitment to academic rigor and character development. In 1944, the school moved to its current Villanova campus, a picturesque setting that fosters a sense of community and provides ample space for learning and growth.

Today, the Academy of Notre Dame de Namur continues to build on its rich legacy, offering a challenging college preparatory curriculum, a vibrant array of extracurricular activities, and a nurturing environment that encourages each student to reach her full potential. The school's enduring partnership with the Sisters of Notre Dame de Namur ensures a strong foundation in faith and service, preparing students to make a positive impact on the world.

The Notre Dame *Advantage*



- 9:1 Student to Teacher Ratio
- 70% of Faculty hold Advanced Degrees
- 20 AP Courses
- 97% Class of 2023 report being very happy with college choices
- 55% Class of 2023 pursuing STEM majors in college
- 15 Class of 2023 graduates competing in collegiate athletics



This is more than just a job; it's a chance to make a lasting impact on the lives of young women, empowering them to become confident, compassionate, and successful leaders of tomorrow.

About the Role

Opportunities and Priorities:

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Your Vision, Their Journey:

Imagine walking into a Middle School where every student feels seen, heard, and challenged to excel. The Director will play a key role in further defining the identity of the Middle School, ensuring it's a place where academic rigor meets personal growth, all within the supportive context of Notre Dame's cherished traditions.

Collaboration is Key:

The Director will be a champion for collaboration, fostering a strong sense of trust and partnership among a talented faculty. By encouraging open communication, shared decision-making, and mutual support, the Director will create a dynamic and thriving environment where teachers feel empowered to innovate and excel.

Inclusion for All:

Partnering with the new Director of Inclusive Programs and Belonging, the Director will be a driving force in building a truly inclusive and welcoming community. Together, they will ensure that every student, regardless of background or learning style, feels a sense of belonging and has the opportunity to thrive.

Leading the Way in Learning:

As the pedagogical leader of the Middle School, the Director will inspire and guide faculty in embracing best practices and innovative teaching strategies. The Director will be a mentor, a thought partner, and a champion for continuous improvement, ensuring that Notre Dame's Middle School remains at the forefront of educational excellence.

The Director of Middle School reports to the Head of School. The Director leads and inspires the faculty and staff of the division (grades 6-8), manages day-to-day operations of the Middle School, and contributes to the strategic priorities of Notre Dame as a dedicated member of the leadership team. The Director guides and supports all curricular and co-curricular programming involving students and faculty in the division to create a mission-aligned, student-centered learning environment. She/He will work with multiple constituencies (parents, students, faculty, staff, and administration) and has oversight of both Middle School student life and academic programming.

The Position

First and foremost, the successful candidate will need to embrace the Academy of Notre Dame de Namur's core values and beliefs. The following are the key responsibilities:

The Director of Middle School will:

- Maintain congruence between the Academy's board-approved mission statement and all activities of the division.
- Serve as the educational leader of the Middle School, responsible for its day-to-day academic operations.
- Support Middle School teachers in matters of pedagogy, curricular development, classroom management, and overall school procedures.
- Lead, guide, and direct all Middle School co-curricular activities, including all student events and programming.
- Assess and support the educational, physical, social, and psychological needs of the Middle School student body.
- Articulate the division's programs and expectations both internally and externally, confidently representing the Middle School to all constituencies, including current and prospective families, alumnae, and Board members.
- Oversee and maintain the budget for the division.
- Supervise Department Heads and Directors as assigned by the Head of School.
- Performs other duties as assigned by the Head of School.

The Director of Upper School and Director of Middle School maintain shared responsibility for the following:

- Ensure that teachers are familiar with and adhere to school policies as outlined in the Parent/Student Handbook, Faculty Policies and Procedures, and Honor Code.
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.
- Maintain complete academic, disciplinary, and attendance records for all students in the division.
- Collaborate with Department Chairs, the Registrar, and the Director of Information Resources and Technologies in facilitating course sign-ups, approvals, sectioning, and the building of the academic schedule.
- Collaborate with the Director of Inclusive Programs and Belonging on professional development for faculty and staff, student programming, and campus-wide practices that ensure a strong sense of belonging.
- Oversee cross-campus scheduling, including (but not limited to) academic courses, co-curricular events, Back to School Night, Parent/Teacher Conferences, and exams.
- Conduct grade- and division-level meetings with faculty.

- Oversee administration of all student grading programs in collaboration with the Director of Information Resources and Technologies.
- Maintain and communicate a weekly calendar of academic and co-curricular activities.
- Collaborate with the Director of Campus Ministry, the Director of Inclusive Programs and Belonging, and Student Council Advisors in planning school-wide and division-specific activities.
- Partner with Admissions and Enrollment Management in welcoming prospective students and families, including interviewing candidates, developing programming, and hosting events as needed.
- Lead the Education Council in the articulation of division and department goals, course objectives, materials, methods, and means of assessment.
- Establish programs for the orientation and mentoring of new teachers and the ongoing growth and evaluation of faculty.
- Coordinate and lead Student Orientations each fall.

The Profile of the next Director of the Middle School

The ideal candidate will possess the following competencies and should be able to respond to them in his/her cover letter:

Strategic Mindset
Centered in Catholicism
Highly Relational
Culturally Competent
A Storyteller
Strong Code of Ethics
Mission Driven
A Collaborator
High Emotional Intelligence
An Innovator & Executor

Commitment to Girls Education
An Effective Communicator
Entrepreneurial and Creative
Ambition & Drive
Commitment to Excellence
Critical Thinking & Problem-Solving Skills
Experienced in Faculty Evaluation & Supervision
A Present, Visible, and Accessible Leader
High Energy & Enthusiasm
An Affinity for the Sisters of Notre Dame



About Living in Villanova

Villanova is a mainly residential neighborhood with Villanova University at its heart. It's full of lush green spaces, small shops, and high-end homes. It's also known for having an incredible school system and easy transportation into the city center. Tree-lined streets wind through the neighborhood and are lined with homes, parks, and quaint restaurants, including the Arboretum Villanova. Villanova is a suburb of Philadelphia, located in the center of the Philadelphia Main Line, about 17 miles northwest of Center City. Villanova was settled by Quakers in the 19th century and, along with the other Main Line communities, began to flourish with the traffic that came from the train.

The area provides a surplus of parks and trails with its fair share of open space and green areas. It sits on the line of both Montgomery and Delaware counties and is close to national parks, state parks, and famous attractions including, but not limited to: Valley Forge National Park, Ridley Creek State Park, and Longwood Gardens which is located in neighboring Chester County. Living in Villanova, PA means having access to an enjoyable quality of life whether you are a cultural connoisseur, have a love for nature, and/or just looking for a premiere place to live that is accommodating to both family and independent living.

The cost of living in Villanova is estimated to be 100.9% of the national average due to an expensive housing market. Most people choose to work in Central City and surrounding suburbs as Villanova is mostly residential aside from the college. Villanova University is the largest employer in the community. Other major employers include: JPMorgan Chase, Deloitte Consulting, and PECO. The 19085 zip code covering Villanova is the most expensive neighborhood in all of Pennsylvania with a median home price of over \$1.3 million. Despite this, the community has a notably young population with a median age of around 26. The racial and ethnic composition of Villanova is 92.5% white, 3.9% African American or black, 3.5% Asian, 1.5% other, and 2.5% Hispanic. Because of the university, the neighborhood feels young and vibrant even though it's mainly residential.

Villanova boasts a diverse culinary scene with fine dining restaurants, trendy cafes, and gourmet eateries. Residents can enjoy a variety of cuisines, from contemporary American to international flavors. The town offers access to exclusive shopping destinations, including the high-end boutiques along Lancaster Avenue and the nearby King of Prussia Mall, one of the largest shopping malls in the country. Villanova University hosts a range of cultural and sporting events, including theater performances, art exhibitions, and NCAA Division I athletic competitions, fostering a lively community atmosphere. Villanova and the surrounding Main Line area feature numerous local festivals, farmers' markets, and community gatherings throughout the year, providing opportunities for socializing and entertainment. Villanova residents benefit from proximity to top-notch healthcare facilities, including the Main Line Health network and Bryn Mawr Hospital, ensuring comprehensive medical care.

Villanova is known for its low crime rate, friendly neighborhoods, and welcoming atmosphere, making it an ideal place for families and individuals seeking a high quality of life.

To Apply

Application Deadline: This position is open until filled.

Please note that strong candidates may be considered before the application deadline.

Candidates should send a current resume, cover letter specific to this opportunity statement, and a list of five professional references to:

Tim Viands
President, IndySchool Consultancy
tim@indyschoolconsultancy.com

For more information, contact Tim Viands at tim@indyschoolconsultancy.com

Strong candidates will be given a battery of competency assessments.



**For inquiries,
contact us.**

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