



Leadership Opportunity
July 2012

**ASSISTANT HEAD FOR
ACADEMIC AFFAIRS**

Chadwick School



Carney, Sandoe  Associates

800-225-7986 ▼ www.carneysandoe.com

Palos Verdes Peninsula, CA
845 students, K-12
www.chadwickschool.org

THE POSITION

Chadwick School, on the Palos Verdes Peninsula south of Los Angeles, seeks an Assistant Head for Academic Affairs to lead a K-12 community of approximately 845 students and 110 faculty. The School is a coeducational non-denominational independent day school located on a stunning 45-acre campus high on a ridge overlooking the greater



Los Angeles area. Chadwick enjoys an excellent reputation, recognized as one of the top independent schools in Southern California and the only K-12 independent, college-preparatory day school in the greater South Bay area. With a longstanding commitment to economic, social and ethnic diversity, Chadwick draws students from approximately 30 Los Angeles-area communities. The school community remains true to founder Margaret Chadwick's guiding principles, blending them with the innovations of the ensuing years. Chadwick is thriving, with a passionate and dedicated faculty, talented and enthusiastic students and innovative, steady leadership.

This is an exceptional opportunity to play a lead role in Chadwick's future success, promoting a forward-looking intellectual life on campus and ensuring leading-edge pedagogy and curriculum development. The Assistant Head for Academic Affairs reports directly to the Headmaster and is a member of the senior administrative team. S/he will work closely with Headmaster Frederick T. "Ted" Hill, who has initiated unique and visionary programs and continued Chadwick's success. S/he will maintain and strengthen an already outstanding K-12 academic program, in keeping with the Mission, Strategic Plan, and founding philosophy of Chadwick School.

THE SCHOOL

Originally a boarding school in what was then a remote area of Los Angeles County, Chadwick School was founded as a pioneering progressive, globally-minded and forward-looking school – an "adventure in education" serving "a dipperful of humanity" as founder Margaret Chadwick called it. While retaining this original vision, Chadwick has gained a reputation for academic ambition as well

Mission

Chadwick, a K-12 school founded in 1935, is dedicated to the development of academic excellence, exemplary character and, self-discovery through experience. We live in accordance with our core values of respect, responsibility, honesty, fairness and compassion.

Through active participation in a diverse school community, students prepare to contribute meaningfully to their local, national, and global communities. Talented and caring faculty and staff cultivate in each student the joy of learning, self-confidence, well-being, and the individual gifts that each student possesses. By living and learning in an atmosphere of integrity and trust, students come to expect the best of themselves and others.

Adopted by the Board of Trustees
November 14, 2011



Carney, Sandoe & Associates

44 Bromfield Street, Boston, Massachusetts 02108

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as for substantial programs in community service, outdoor education, the arts, athletics, and global education. Since the first class graduated in 1940, nearly 3,000 students have attended what is fondly called “The School on the Hill.” The 45-acre campus has retained its rural charm and relaxed, welcoming atmosphere, providing a beautiful and safe setting conducive to serious study, vigorous play and companionship among friends. Thirty-two faculty and staff families reside on campus, adding to a strong sense of community and shared aspirations.

A mission-driven school, Chadwick is dedicated to academic excellence, the development of exemplary character, and self-discovery through experience. Honesty, respect, responsibility, fairness, and compassion, Chadwick’s core values, are fostered and modeled in classrooms and co-curricular activities. Chadwick is composed of three educational divisions: the Village School, kindergarten through Grade 6; the Middle School, Grades 7 and 8; and the Upper School, Grades 9 through 12. While each division has its own director and distinct area on the campus, the curriculum is coordinated for smooth transitions between the divisions.



Ted Hill has served as Chadwick’s Headmaster since 1998, bringing 30 years of teaching, coaching, and leadership experience to his role. In previous positions, he has taught English, French, Spanish, Latin, algebra, physical science, psychology, philosophy, logic and ethics; chaired English and foreign language departments; and served as dean of students, college counselor, development director, athletic director, assistant headmaster, and headmaster at two other schools. He has coached lacrosse and soccer at the high school and college levels. Ted holds an Masters in Education from Harvard; an M.A. in French language and literature from Middlebury; and a B.A. in French and English from the University of North Carolina at Chapel Hill. A firm believer that moral and intellectual growth must go hand in hand, Hill stresses the character development of character through a multi-faceted education. Under his direction, the curriculum, programs and faculty at Chadwick School promote excellence in students’ thoughts, words and actions within and outside the school.

This is an exciting time in Chadwick’s history, with the 2010 launching of a second campus, Chadwick International School (CI), in newly created high-tech New Songdo City south of Seoul, South Korea. Chadwick International shares with

Chadwick Numbers

Grades: K-12

Enrollment: 845

Faculty: 110

Student-teacher ratio: 8:1

Students of color: 44%

Faculty of color: 32%

Operating budget: \$23.5M

Annual Giving: \$1.4M

Endowment: \$19.8M (6-30-11)

Indebtedness: \$7M

Tuition 2011-12: \$22,200-\$27,400

Financial Aid: \$3.3M

Students Receiving Aid: 19%

Campus size 44 acres

Founded: 1935



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Chadwick School in California the same Mission, educational philosophy, and core values and competencies.

FACILITIES AND LOCATION

Chadwick School is located on the Palos Verdes Peninsula which forms the southern end of Santa Monica Bay. Overlooking the Pacific Ocean on three sides and the Los Angeles Basin on the other, this affluent residential community is known for its dramatic views, rural feel, and natural beauty - an oasis in the greater LA metropolis. With year-round average temperatures from the high 50s to the low 80s, the area is a popular place for runners, hikers, horseback riders, kayakers, bird watchers, surfers, scuba divers, cyclists, and sailors. Palos Verdes offers all of the benefits of living within the most populous county in the nation, with fewer of the hassles that can accompany modern urban life.



The 45-acre campus comprises 20 school buildings serving 845 students across three divisions: approximately 300 students in the K-6 Village School, 155 students in grades 7 and 8 in the Middle School and just over 370 students in grades 9-12 in the Upper School. While Chadwick is a day school, 32 members of the faculty and staff live on campus, enhancing the sense of community at the school. The Chadwick School grounds include towering trees, verdant lawns, and a spectacular view of the Los Angeles area and the mountains beyond. The Peninsula is surrounded by San Pedro, and the Redondo and Manhattan Beach communities and is easily accessible from most of

West and Southern LA and Orange County. The school prides itself on well-equipped facilities within an architectural framework that complements the school's natural setting. Highlights include:

- The Seeley-Mudd Building for academics – science classrooms, labs and prep rooms, world language rooms
- Roessler Hall
- The new Middle School Science Building
- The Gladys Quinlin Middle School Science Laboratory
- The Geoffrey Alan Lavery Center for the Performing Arts (opened 2004) with indoor theaters, classrooms and studios, the Stephens Theater, art gallery, and technical theater
- The open-air Rosenwald Amphitheater which seats the entire school
- Fine arts studios and a photography studio with digital equipment
- The Leavenworth Library Learning Center – 28,000 volumes, four classrooms, a state-of-the-art videoconferencing center, reading and periodical lounges,



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- three study rooms, a lounge, and tech area with computers and a wireless lab;
- Five fully-equipped computer labs including the Frank Quinlin Publications Lab;
- Pascoe Pavilion Gymnasium, the Commander Chadwick Football/Athletic Field, swimming complex, baseball and softball fields.

COMMUNITY

Chadwick's outstanding faculty is recruited from around the nation and globe; more than half of them have advanced degrees. This is a close-knit community with the shared goal of challenging students in a wide range of areas while providing the guidance and support each student needs to succeed. Chadwick conducts extensive outreach to identify and admit "the best and the brightest" students, and the student body also reflects the school's commitment to both socio-economic and cultural diversity. The school provides more than \$3 million annually in student financial aid.



Motivated, interested, talented, and focused, Chadwick students are an involved and assertive group of individuals. Drawn from approximately 30 Los Angeles-area communities, more than 40% of students are children of color. Student admission is competitive and the admissions yield at Chadwick is quite high (71%). As the only K-12 independent school in the South Bay area, Chadwick competes mostly with area public schools, a number of which have excellent reputations. In the last three years, 35 Chadwick students have received National Merit Finalist recognition.

Chadwick teachers value the collegiality they experience from the first day they set foot on campus, and they appreciate the trust, flexibility and creativity afforded them in the classroom. Educators at Chadwick are lifelong learners themselves, and the school encourages their continued professional development through generous funding of programs and initiatives. In developing its calendar, the school has made the conscious decision to allocate time during the school year for teachers to meet regularly so that they may establish and discuss curriculum, as well as identify and address areas of strength and weakness.



ACADEMIC AND CO-CURRICULAR PROGRAMS

Chadwick's educational program has been thoughtfully and intentionally designed with an understanding of and appreciation for an integrated kindergarten through twelfth grade experience. Across all divisions, the curriculum is coordinated with the goal of



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enhancing the meaningful application of what students learn inside and outside the classroom, and creating opportunities for students to connect the knowledge and skills they have learned across disciplines and experiences. With those objectives in mind, Chadwick's unique K-12 environment allows the school to integrate a student's educational experience from year to year, from subject to subject, and more broadly between academic and co-curricular pursuits. Parents particularly note and appreciate that Chadwick "excels academically yet offers many other programmatic features for kids," and that the "academic program builds on these rich experiential learning opportunities fueling student learning." Detailed curriculum guides for every grade are available on the Chadwick website, www.chadwickschool.org.

Chadwick's nationally acclaimed outdoor education program is inextricably linked to the school's mission of developing "self-confident individuals of exemplary character."



Through an increasingly challenging sequence of experiences in a variety of settings, students have the opportunity to sharpen their leadership and team-building skills, develop their independence and self-knowledge, and enhance their appreciation of and respect for the natural environment and the world around them. The program is mandatory for students in Grades 3 – 12 and culminates in an 18-day backpacking expedition during the senior year.

ACCREDITATIONS

- Western Association of Schools and Colleges
- Association for Experiential Education

AFFILIATIONS

- A Better Chance
- American Secondary Schools for International Students and Teachers
- California Association of Independent Schools
- College Entrance Examination Board
- Council for Advancement and Support of Education
- Cum Laude Society
- Educational Records Bureau
- Independent School Alliance for Minority Affairs
- National Association of Independent Schools
- National Middle School Association
- Round Square



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THE ASSISTANT HEAD FOR ACADEMIC AFFAIRS

The primary responsibility of the Assistant Head for Academic Affairs is to provide support to the Headmaster and leadership in the ongoing development and guidance of an outstanding K-12 academic program in keeping with the Mission, Strategic Plan, and founding philosophy of Chadwick School. The Assistant Head oversees and collaborates with the division directors in the areas of curriculum, pedagogy, and professional development of academic personnel. S/he is responsible for researching promising practices, networking with other entities in and outside education, developing - in collaboration with others - plans, processes, and systems to ensure appropriate progress in the K-12 academic program.



Chadwick seeks, in the coming years, to build upon its many strengths and to further develop as a leader in offering programs

- Grounded in the school's founding progressive philosophy
- Congruent with research on the way students learn
- Well-suited to Chadwick's capable, intellectually curious, highly-motivated student body
- Open to the possibilities for communication and collaboration made possible by technology
- Actively seeking partnerships with other entities and especially with Chadwick International

The Assistant Head will ensure that Chadwick teachers use best practices in facilitating and assessing the development of deep understanding, transferable skills and intellectual agility in their students. The Assistant Head will be a key member of the school's leadership team, reporting to the Headmaster and working closely with the division directors and other senior administrators.



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SPECIFIC RESPONSIBILITIES:

In collaboration with the division directors, department chairs, and other academic leaders, the Assistant Head will:

- Ensure that the K-12 academic program fulfills the Mission of Chadwick School in a manner consistent with the school's philosophy and Strategic Plan (2012-2020)
 - Articulate clear direction for the development of core competencies and habits of mind in every student
 - Develop and implement appropriate, effective assessment and reporting
 - Communicate strategy to students, parents, faculty and staff, trustees, alumni, colleges, the public, and other schools
- Ensure that the scope and sequence of Chadwick's academic program is properly integrated both year-to-year and across disciplines
 - Foster a culture of inquiry, research, innovation, and openness to new opportunities, including online, partnerships with other schools, etc.
 - Develop innovative and interdisciplinary K-12 programs
 - Coordinate the K-12 curriculum scope and sequence, especially at transition points between divisions (Village, Middle, and Upper Schools)
 - Oversee effective use of curriculum maps
- Ensure that Chadwick teachers are up to date and proficient in the understandings and skills they need to fulfill the Mission
 - Identify growth opportunities for both individual teachers and groups of faculty
 - Organize professional growth activities for individuals and groups
 - Develop, implement, and assess the effectiveness of multi-year plans for professional growth and the budgets that support them
- Build effective and appropriate partnerships within and outside the school to advance the academic program
 - Create a strong, collaborative academic leadership team
 - Coordinate with the academic program of Chadwick International School Songdo
 - Collaborate with other programs of Chadwick (outdoor education, community service, global opportunities, etc.) to help students integrate their learning
 - Collaborate with other Round Square schools and other partners in K-12 or higher education to develop unique learning opportunities for Chadwick students
 - Communicate to the community about current and future program opportunities and directions
- Contribute to the smooth functioning of the academic program within the context of the school's commitment to develop the whole child
 - Chair division director reviews of academic issues and initiatives
 - Direct the implementation of Strategic Plan and WASC/CAIS recommendations relating to the academic program
 - Promote effective training and use of educational technology
 - Develop appropriate staffing models
 - Effectively use standardized test results to improve academic programs



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QUALIFICATIONS AND SKILLS

The Assistant Head for Academic Affairs will have a broad understanding of K-12 education and familiarity with the kinds of teaching and learning needed in each division of the school. The appointee will provide leadership - and drive - to identify and modify the school's programs and practice in keeping with the initiatives of the new strategic plan. This will require strength, confidence, good listening skills, diplomacy, and experience in managing people effectively. The Assistant Head will support the training and professional development of faculty, and the continuous improvement of various models of teaching and learning. S/he will play a significant role in the school fulfilling part of its strategic plan to “provide and integrated PreK-12, experiential curriculum that fosters academic excellence, self-discovery, and the joy of learning in every student.”



The Assistant Head will communicate well in writing and speaking publicly, and possess strong interpersonal and facilitation skills, emotional intelligence and strong follow-through. S/he will have experience effectively managing people and stylistically will be accessible, upbeat, welcoming, and easy to talk with.

The preferred candidate will also possess:

- An understanding of student development and learning K-12
- Effective teaching and administrative experience
- Experience in building and maintaining high functioning teams
- Demonstrated problem-solving and conflict-resolution skills
- Commitment to a student-centered, experiential, and constructivist approach to education
- Demonstrated ability to design, facilitate and manage group processes
- The ability to work well with parents
- An advanced degree

Compensation for this position will be excellent and can include housing on the beautiful Chadwick campus.



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HOW TO APPLY

Interested candidates submit these materials confidentially as separate attachments:

- cover letter expressing interest in the Chadwick School position
- current résumé
- statement of educational philosophy and practice
- list of 5 references with name, phone number, and email address of each
- *(references will be contacted only with the candidate's permission)*

Benjamin L. Bolté

Senior Search Associate

CARNEY, SANDOE & ASSOCIATES

44 Bromfield Street, Boston, MA 02108

bbolte@carneysandoe.com

800-225-7986 / 617-933-3430 (direct)

Skype benbolte



~ Chadwick School is an Equal Opportunity Employer ~



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Aerial view of Chadwick Campus



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