

**Director of
Admission
Leadership Opportunity
July 2012**

Episcopal High School



Alexandria, VA
435 students
Grades 9-12

www.episcopalhighschool.org

Carney, Sandoe  Associates

800-225-7986 ▼ www.carneysandoe.com

THE POSITION

Episcopal High School (EHS) in Alexandria, Virginia seeks a Director of Admission to begin July 2012. Episcopal enjoys a long-standing national reputation for academic, athletic and artistic achievement realized in an environment that nurtures character, fosters self-awareness, emphasizes responsibility and promotes independence. Founded on a tradition of honor and achievement, the school's 170-year history is marked by an unwavering commitment to engage its students in a rigorous college preparatory education that prepares them to take initiative as informed citizens and environmental stewards. This is a school with tremendous energy and positive momentum, on the cusp of great things. It is an exciting, dynamic time to be there, where the possibilities for a strong, effective admissions director are wide open. The successful candidate will oversee all aspects of admission, recruitment and financial aid for the school. The Director of Admission reports directly to the Headmaster and oversees five admissions associates and five support staff.

Episcopal's 435 students are all boarders, coming from 18 countries, 25 states, and the District of Columbia. The five states most represented are Virginia, North Carolina, Maryland, New York, and South Carolina. After becoming coeducational in 1991, the gender ratio is now 50/50. Admission is competitive and for the 2011-12 year, 614 students applied, 249 were admitted and 139 enrolled. A generous financial aid program awarded over \$4.2 million in financial aid to approximately 30 percent of the student body and the average grant was \$32,000. In addition, between five and ten merit scholarships ranging from \$5,000 to \$10,000 in value, are awarded each year by the Admissions Committee. In 2011, the school received 600 applications for 139 places.

THE SCHOOL

One of the oldest independent schools in the nation, Episcopal High School is a co-educational residential school serving students in grades 9-12 in an atmosphere that encourages intellectual exploration, spiritual inquiry, collaborative investigation and individual accountability. EHS enjoys a long and distinguished history, and an outstanding reputation for excellence and achievement. Founded in 1839 as a boys' boarding school by the Episcopal Diocese of Virginia, it began under the leadership of Rev. William N. Pendleton and three assistants. The school opened its doors to 35 boys on an 80-acre tract of land just west of the colonial port of Alexandria. Just one year later, the school's enrollment had tripled and the student body continued to grow in size during the years preceding the Civil War when the school was closed temporarily to become part of a large hospital for Federal troops.



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The school re-opened in 1866 under a new principal, though the war had taken a significant toll on the campus. As EHS worked to rebuild, there was an emphasis on adopting a more modern academic curriculum, as well as the introduction of interscholastic sports teams. Concurrently, Episcopal instituted its Honor Code, which has served as a foundation for the EHS community since its inception and is one of the oldest among independent schools. Until 1923 when it established an independent Board of Trustees, Episcopal High School existed under the governance of the [still] adjacent Virginia Theological Seminary. In 1968, the school enrolled its first African-American students, and in 1991 introduced coeducation.

Coming from Collegiate School in Richmond, Rob Hershey assumed leadership of Episcopal High School in 1998 as the school's 11th Headmaster. Under his leadership the school has gained national prominence and continues to enhance its people, programs and curriculum. During his tenure, the school has integrated technology into the classroom and the school community, and his vision has been integral in the construction of new, state-of-the-art facilities and in extensive, purposeful renovations. While leading the

school, Rob has also served prominently as a leader nationally in independent school education, serving as vice chair of the board of The Association of Boarding Schools (TABS) and as president of the Virginia Association of Independent Schools (VAIS). He lives on campus with his wife, Kathleen; they have three children, Will, Kate, and Christopher.

Now with a 25-member Board of Trustees, the school enjoys financial stability and an endowment valued at \$150M. The school awarded over \$4.2 million in financial aid last year to a third of the student body. The student to faculty ratio is 7:1, with the average class size of 12 and most classes running between 8 and 14. The school offers over 140 courses in 8 major disciplines, 26 Advanced Placement courses, and 17 honors courses. In the spring of 2009, over 200 students in 26 AP courses sat for 530 exams, 83% of whom received a score of 3 or higher.

EHS Numbers

Grades: 9-12

Enrollment: 435

Faculty: 86

Faculty w/ Adv. Degree: 82%

Students of color: 24%

Operating budget: \$28.5M

Endowment: \$162 million as of 6-30-11

Annual Giving: \$2.5M

Parent Participation: 80%

Tuition 09-10: \$45,300

Financial Aid: \$4.2M

Students Receiving Aid: 32%

Campus size: 130 acres

Founded: 1839



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Episcopal High School is accredited by the Virginia Association of Independent Schools and the Southern Association of Colleges and Schools and holds membership in The Association of Boarding Schools (TABS), the National Association of Independent Schools (NAIS) and the Council for the Advancement and Support of Education (CASE).

CAMPUS

Episcopal High School is situated on a stunning 130-acre campus in Alexandria, Virginia, just ten minutes from downtown Washington. Stately trees, broad lawns and columned brick buildings, lend an air of tranquility and repose to the historic property. A network of tree-lined pathways laces between and among the many buildings comprising the grounds; the complex of athletic facilities is in the process of getting a new 60,000 square foot athletic center, and the library and main academic building have been completely renovated in the last two years. Other features of the EHS campus include:



- Hoxton House – The main building on campus, housing the principal administrative offices. Dating from the 1880s, this once served as the home of George Washington’s granddaughter, Elizabeth Custis Law.
- Hoxton Dormitory (2000) – The newest dormitory on campus, for girls.
- Ainslie Arts Center (2003) – Gorgeous 42,000-square-foot space features a recording studio, choir room, instrument practicing rooms, concert hall, piano studio, ceramics studio, digital art studio, painting and drawing studios, a photography studio/darkroom, black box theater, dance studio with suspended wood floor, classrooms for the arts and a formal art gallery.
- Pendleton Hall – Adjacent to the Arts Center, this building features a state-of-the-art auditorium with more than 500 seats.
- Baker Science Center (2005) – This LEED-certified green building offers state-of-the-art classrooms and exceptional laboratory space.
- Bryan Library – Completely renovated in 2007, and currently housing more than 64,000 print and digital items, as well as 50 online databases.
- The Flippin Field House and Centennial Gymnasium
- Goodman Squash Center
- Additional athletic facilities – 2,800-seat stadium with field turf, 6 lane, 400-meter synthetic track, baseball diamond, softball field, outdoor swimming pool and 12 all-weather tennis courts.

SETTING AND LOCATION

Alexandria is an independent city in northern Virginia located along the west bank of the Potomac River, approximately 6 miles south of downtown Washington, DC. The city includes a number of historic and suburban neighborhoods with charming character and unique local flair, in addition to numerous museums, libraries, parks, architecture, special events and fine restaurants that draw more than 1.5 million international and domestic visitors each year.



EHS is one of only a small number of boarding schools within a few minutes of a major U.S. city and the only fully residential boarding school near Washington. Students and faculty have ample opportunity to access the unparalleled educational and cultural resources of our nation's capital. The unique Washington Program makes classroom work far more engaging through a series of supervised trips mostly on Wednesday afternoons, as well as optional evenings and weekends. The program augments learning in all the major disciplines through trips to local points of interest and traditional Washington features such as museums, art galleries, theater performances and foreign embassies. The program is designed to give Episcopal students broad exposure to the city's diverse offerings in ways that broaden their horizons and stimulate their academic and intellectual development. The Kennedy Center sells more tickets to EHS than to any single entity except the Naval Academy.

THE EHS COMMUNITY

Hailing from 18 countries, 25 states and the District of Columbia, the boys and girls at EHS are bright scholars, curious learners, motivated participants and leaders, and engaged citizens. All of the 435 students enrolled at Episcopal live on campus in one of eight dormitories, making life at the school truly a 24-hour experience. There is equal enrollment of boys and girls, and almost one quarter of the students at the school (24%) are students of color.



Episcopal has many accomplished alumni among its ranks, including Rhodes Scholars, Pulitzer Prize winners, Wall Street financiers, college presidents, actors, musicians, clergymen, and statesmen, including congressmen, governors, and ambassadors. EHS seems to be a very healthy, productive environment for students.

Outspoken, capable, creative and civic-minded, Episcopal students recognize the merits and importance of challenge, involvement and accomplishment. They value their own and others' contributions in the classroom, on the athletic field and in creative arts venues, and they apply themselves to the range of community service efforts integrated into every aspect of student learning. Moreover, because all students live "on dorm," residential life is a key component of the Episcopal experience, teaching responsibility and community awareness while reinforcing the natural bonds of friendship and supporting the common maturation process. When students leave EHS, they enter college feeling exceedingly well-prepared for the intellectual, social and moral issues they are sure to encounter in early adulthood. 87% of last year's class were accepted at their first or second choice college.

The individuals who choose to teach at Episcopal High School are committed and accomplished scholars, educators, and instructors in their field. Recruited nationally and internationally, the teaching faculty at the school have been described as "the most mission driven faculty I have ever worked with," "strong, exciting colleagues," and "dedicated, committed, and creative." EHS faculty members usually teach four sections a semester or a total of 40 – 50 students at any given time. Most faculty live on campus and plans are underway to allow for 90% of them to do so. Faculty housing is quite attractive.



Teachers and administrators interact with students in a variety of roles, not just as teachers but as coaches, advisors, and dormitory supervisors. Since most faculty live on campus, they understand that working with kids is a responsibility that involves multiple mentoring relationships, and they relish the myriad opportunities they are afforded to get to know the young people at the school. The low turnover speaks to the personal and professional fulfillment experienced by EHS faculty as well as to the generous support faculty feel the school gives them for professional development. Teachers are grateful for what they feel is a very strong sense of community as well as a spirit of autonomy, responsibility, and flexibility which appears to characterize the working culture at the school.



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ACADEMIC AND CO-CURRICULAR PROGRAMS

EHS guides young people within a caring and supportive community as they pursue interests, discover talents, and strive to achieve excellence. Through the structure of small classes that foster lively discussion, students learn to think creatively and independently, to analyze and problem-solve, and to reason, challenge and defend. The academic year is divided into semesters, the academic day into seven periods with added schedule flexibility on Tuesday and Wednesday; all students must take at least five classes at all times. For those seeking additional academic engagement, EHS offers approximately 40 honors and AP courses as well as independent study options for juniors and seniors and study abroad opportunities. The school's academic honor roll – the High List – is updated each quarter, and Episcopal is a member of the Cum Laude Society, a national honor society. To emphasize the faculty's commitment to the individual student, each Episcopal High School diploma is signed by every member of the faculty.

Classes across grade levels are offered in eight academic areas: English, mathematics, social studies, science, foreign languages, the arts, computer studies and theology. EHS also requires that all incoming students purchase a laptop in order to be able to access the school's campus-wide network. As so many faculty live on campus, academic support is readily available to all students, and every student works closely with an academic advisor. Advisors are assigned to all incoming ninth grade students, and once a student reaches the tenth grade, he or she is able to choose an advisor independently. A number of daytime and evening study periods are designated throughout the course of each week, and some students are assigned to a supervised study hall based on their academic needs.



The most respected tradition at Episcopal, and the key to the school's ethos, is the EHS Honor Code. The trust and respect it engenders pervades every aspect of school life and is the cornerstone upon which the Episcopal experience rests. The Honor Code requires all students to abide by four clear principles: I will not lie. I will not cheat. I will not steal. I will report the student who does. The fourth point takes sole responsibility for the Code out of

faculty hands and places it squarely into the hands of the students. The expressed loyalty to this cherished tradition of honor cultivates in each and every member of the Episcopal community the core values of honesty, integrity and responsibility.



Co-curricular offerings at Episcopal are plentiful and diverse. The “Afternoon Programs” provide time for students to pursue interests and strengths outside the classroom in athletics, the fine and performing arts, community service, and many other school-sponsored activities. EHS believes that physical exercise and conditioning are essential components to lifelong health, and the Athletics department is committed to the values of

sportsmanship, self-discipline, cooperation and perseverance. Students are expected to participate in the athletic program at every grade level; to that end, the school fields 43 interscholastic teams in 15 different sports at the varsity, junior varsity and junior levels, as well as non- interscholastic offerings such as aerobics, cross-training and dance. Opportunities in the fine arts disciplines of music, theater, cinema, dance and the visual arts are similarly robust, with an approach that provides a breadth of experiences for novice artists and advanced performers alike. While academic instruction is available at all skills levels, students may also participate in afternoon arts activities outside the traditional curriculum. Students in the drama program produce one play each season for the school community, one of which is usually a musical, and there is also a student choir, a full orchestra, jazz and pep bands, and both boys’ and girls’ a cappella groups. Those interested in journalism may choose to work on the EHS yearbook, “Whispers,” while others may opt to participate in Science Olympiad, Afternoon Art, Theater Orchestra, or any number of other afternoon program options that change on a seasonal basis.

THE DIRECTOR OF ADMISSION

The Director of Admissions at Episcopal High School oversees all aspects of admissions, enrollment marketing, and financial aid for the School. The Director supervises a talented admissions office staff of five professionals (one of whom is Director of Financial Aid) and five support staff. S/he serves as a key member of the senior administrative team, participates in Board meetings and works closely with all School constituencies. The Director also collaborates with the communications department in all matters related to admissions.



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QUALIFICATIONS

EHS seeks an experienced and capable admissions professional with strong leadership capability, communication skills and the ability to connect with prospective applicants and their families with warmth and authenticity. The qualities and characteristics the school is seeking include:

- Leadership and management ability
- Communication skills
- Enthusiasm for marketing, planning and strategy
- Committed to a “High Touch” admissions process
- High energy and strong work ethic
- Engaging manner
- Team player

COMPENSATION

EHS offers a competitive salary and benefits package, including on-campus faculty housing.

For more information about EHS, please visit the school's website at www.episcopalhighschool.org.

HOW TO APPLY

Interested candidates submit these materials confidentially as separate PDF attachments:

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

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