



GILL ST. BERNARD'S SCHOOL

Director of the Upper School

July 1, 2019

About Gill St. Bernard's School

Gill St. Bernard's is a private, coeducational day school for students age three through grade 12, located in suburban New Jersey. Each of the three school divisions provides a vigorous, meaningful and age-appropriate curriculum, and all students benefit from the environmental learning opportunities that exist on their 208-acre campus. Their mission is to provide a balanced, diverse, and secure community that prepares students academically, socially, and ethically for college and a meaningful life.

Position Summary

PRIMARY FUNCTION: The Director of the Upper School has overall responsibility for the day-to-day leadership, operation and management of the School's program for students in grades nine through twelve.

RESPONSIBILITIES:

- Is a member of the school's administrative team which meets regularly to coordinate all-school affairs and help to oversee the day-to-day operation of the entire school.
- Hires, supervises and evaluates all Upper School faculty, programs, support staff, and Upper School Administrative Staff.
- Serves as curriculum leader and with the Director of Studies and Department Heads participates in curriculum review, revisions and additions to the curriculum, and evaluation of the curriculum in the context of the school's mission, goals, and educational philosophy.
- Serves as a resource to faculty in their work with individual students and with their classes and advisees.
- Primary educational leader for the division with faculty and parents to ensure regular, appropriate communication with parents on both an individual basis and as a group when required to address specific concerns.
- Serves as a member of the Admissions Committee for the Upper School which requires the review of applications, meetings with prospective students and parents, conversations with Middle School



Carney
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parents about the Upper School, and meetings to determine admissions of new students to the school.

- Works with the Dean of Student Life Office, College Guidance office, to help plan, coordinate and supervise extracurricular events and programs for Upper School students.
- Meets with individual students and their parents on matters of academic and personal concern, working with students and parents who are experiencing academic or social difficulties.
- With the Director of College Guidance, meets with individual Upper School students in the spring to discuss academic scheduling for the coming year and to review curriculum with students as it pertains to college planning.
- Serves as a reference for students who are applying to colleges, as well as for younger students who are applying to summer programs, enrichment programs and other opportunities outside of school.
- Represents the school at meetings of the Somerset County Principals Association and the Principals Center for the Garden State.
- With the Athletic Director, oversees student eligibility issues and other matters pertinent to the school's participation in the NJSIAA and other state associations for athletics.
- Works with the Dean of Student Life and other representatives on the school's Honor Board.
- Responsible for the academic placement of students in academic course work when these students transition from 8th to 9th grade.
- Coordinates off campus visits for classes and grade levels for specialized programs which enhance the academic offerings and requirements of the school.
- Works with the Diversity Coordinator in the planning of programs both on campus and off campus.
- Coordinates workshops for parents on specific topics which are pertinent to students' academic and personal growth.
- With the Upper School nurse, counselors, Director of Studies and Dean of Student Life, is responsible for planning the Upper School Health curriculum.
- Responsible for oversight of the International Student Programs and the Spring Unit Program.
- Member of the Farm Task Force.
- Work with school counselor and Learning Specialist staff on relevant student issues.



To Apply

Interested candidates should send a resume, cover letter, personal statement, and list of references (as separate documents) to Rice Bryan, rice.bryan@carneysandoe.com, or Katie Jenks, katie.jenks@carneysandoe.com. *Please do not contact the school directly.*



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