



**FOXCROFT SCHOOL**  
Middleburg, Virginia

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**ASSISTANT HEAD OF SCHOOL**

Start Date: July 1, 2022

[foxcroft.org](http://foxcroft.org)



**Carney  
Sandoe**  
& ASSOCIATES



## Mission

*To help every girl explore her unique voice and to develop the skills, confidence, and courage to share it with the world.*

## OVERVIEW

Foxcroft School, one of the nation's leading all-girls boarding and day schools, offers an uncommonly beautiful setting in which to learn and grow. Located on 500 acres in Northern Virginia, Foxcroft focuses on preparing young women in grades 9-12 and postgraduate for full engagement and success in college and in life beyond. The School offers challenging and integrated academics, including an impressive STEM program, combined with arts, athletics, and a forward-thinking focus on students' social and emotional well-being.

At Foxcroft, every girl is known and valued. By living and learning in such a supportive environment, Foxcroft graduates develop their intellect, voice, and character, and are ready to learn and lead in their communities.

Foxcroft School seeks an Assistant Head of School starting July 1, 2022. The successful candidate will be an experienced and dynamic educational leader who personifies the School's mission. The Assistant Head serves as a key member of the administrative team and works closely with the Head of School to ensure the implementation of the mission, values, promises, and strategic priorities of the school. The position serves as chief educational leader and will articulate a clear and compelling vision for teaching and learning as aligned with Foxcroft's Portrait of a Graduate and Portrait of an Educator. The Assistant Head of School will oversee the day-to-day operations of the school's instructional, residential, and student life programs.

This is an exceptional opportunity to help lead a highly regarded independent school with an unwavering commitment to student success.

## Fast Facts

Founded: 1914

Total students: 160

Total faculty: 31

Faculty with advanced degrees: 88%

Faculty and staff of color: 18%

Student/teacher ratio: 5:1

Boarding students: 74% (17 states, 9 nations)

International students: 16%

U.S. Students of color: 19%

Financial aid and merit-based students: 50%

## SCHOOL HISTORY

Charlotte Haxall Noland founded Foxcroft School in 1914. Her dream was to create a school that “girls would want to come to and hate to leave because they loved it.” From the beginning, Noland’s highest aim and Foxcroft’s greatest responsibility has been to educate the whole student. Her efforts to instill high purpose, integrity, leadership, understanding, and empathy in students, along with — as the School’s motto states, *mens sana in corpore sano* (a healthy mind in a healthy body) — guides Foxcroft to this day.

Foxcroft celebrated its centennial in the spring of 2014. Shortly after, the School received a \$40 million bequest, left by the grateful and generous alumna, Ruth Bedford '32. Bedford’s gift is the largest ever bestowed on an all-girls secondary school.

## THE SCHOOL

Foxcroft is a spectacularly beautiful school with a forward-thinking program designed around young women to help them succeed at the highest levels in college and beyond. The School’s tradition of academic excellence and opportunity for women has been firmly established for more than 100 years. Yet, this longstanding mission to help each girl explore her unique voice and develop the skills, confidence, and courage to share it with the world has evolved into an impressive 21st-century program with increased emphasis on teaching girls how girls learn best through context, collaboration, relationships, and strong affiliations.

Foxcroft’s approach reflects the belief in the integral connection between a girl’s physical, mental, and emotional well-being and her academic success. The School emphasizes wellness through a research based curriculum that is delivered in the classroom, in the residential program, and through an active and healthy lifestyle. With an interdisciplinary and experiential curriculum, Foxcroft offers an engaging academic program combined with personal attention that acknowledges students’ varied interests, gifts, and learning styles. In doing so, the School prepares its graduates exceptionally well for their adult lives.



In all, the School paves a path for academic, social, and interpersonal growth; provides the stimulus for lifelong learning; and helps every girl explore her unique voice.

Foxcroft is a member of the Virginia Association of Independent Schools (VAIS), the Association of Independent Schools of Greater Washington (AISGW), the National Association of Independent Schools (NAIS), the Association of Boarding Schools (TABS) and the National Coalition of Girls' Schools (NCGS).

## DIVERSITY AND INCLUSION

The Foxcroft community welcomes and celebrates the diverse histories, experiences, and identities of each of its members and believes that shared experiences — formal and informal — within a diverse community foster authentic human relationships and growth. The School also supports teachers and students in their journey toward greater human understanding and personal development through a variety of courses and topics studied throughout the curriculum and through programming, student organizations, leadership development, and professional development opportunities.

The School's core values of respect, integrity, kindness, and service to others guide the community's work of supporting each student and developing an inclusive culture comprising students and faculty of different backgrounds from across the country and around the world. Knowing that students graduate to live and work in a global community — where cultural competencies, collaboration, empathy, and inclusion are essential skills — Foxcroft encourages all members of the community to pursue knowledge, recognize their personal biases, view a topic from multiple perspectives, and demonstrate respect for other viewpoints. In addition, through open discussion and a variety of activities, student-led groups help increase understanding about issues of diversity and encourage students to engage in active listening and learning. For girls who share a common identity or life experience, affinity groups offer an important framework of association that inspires them to participate in a community of sharing.



Topics of wellness and diversity have been integrated into grade-level experiences, addressing issues such as racial equity, socioeconomic diversity, food insecurity, cultural identity, cultural appropriation, boundaries, LGBTQ+, and identity inquiry with sensitivity and thoughtfulness.

Girls interested in growing their knowledge of topics and issues related to diversity are encouraged to attend local, regional, and national conferences, including the Student Diversity Leadership Conference sponsored by NAIS, events through The Virginia Diversity Network, and events with other Virginia boarding schools, which host workshops and bring students together regionally for discussions and training that enable them to share experiences and strengthen leadership roles on campus.

## ACADEMICS

Foxcroft's academic program offers 79 courses in six core disciplines, including 23+ AP and Advanced offerings, as well as opportunities for independent study, additional courses online through One Schoolhouse, and a distinct humanities track for non-native English speakers. The multifaceted STEAM initiative offers students an advantage in crucial fields typically underrepresented by women and requires students take seminars in Digital Literacy, Wellness, and Financial Literacy. Foxcroft is the first school in Virginia to partner with Purdue University's EPICS engineering program.

## College Matriculation

Graduates from the Foxcroft Class of 2021 attend the following colleges and universities:

American University  
Boston College  
Boston University  
College of Charleston  
Columbia University  
Cornell University  
Denison University  
Elon University  
Iowa State University  
James Madison University  
Northern Virginia Community College  
Occidental College  
Randolph-Macon College  
Rollins College  
Savannah College of Art and Design  
Scripps College  
Sorbonne University (Paris)  
Texas A&M University  
The College of Wooster  
The University of Tampa  
University College London  
University of California, San Diego  
University of Kentucky  
University of Lynchburg  
University of Mary Washington  
University of North Carolina, Chapel Hill  
University of Rochester  
University of St. Andrews (Scotland)  
University of Virginia  
Virginia Tech



The academic program also emphasizes the development of essential academic skills — including research methodologies, analytical thinking, quantitative reasoning, creative problem solving, and digital communications. A multicultural curriculum includes experiences that allow students to explore events, concepts, issues, and themes from multiple perspectives.

Among the School's signature programs is Foxcroft's Exceptional Proficiency (EP) Program, which enables students with demonstrated talent and passion to spend time away from campus to train, compete, and pursue personal dreams, while receiving the academic support to fulfill the School's educational standards. Foxcroft also offers an Academic Concentrations Program that allows a student to focus her studies in one of several specific areas, above and beyond the requirements for graduation. The Academic Concentrations Program affords a unique opportunity for students to pursue deep learning in and out of the classroom in an area of passion for them.



## ARTS AND ATHLETICS

The Fine Arts program nurtures personal artistic expression and discovery while providing excellent opportunities for skill development. Arts courses and studio spaces are designed to accommodate student-artists working in a full range of media from painting and drawing to ceramics and digital design. The department also offers students a full range of musical opportunities, including lessons, performances, and the study of musical theory. Each semester, there are several performance opportunities for singers and instrumentalists. In theater and drama, students take part in a major annual production and a variety of one-act plays.

The recent strategic plan has led to an overhaul of the performing and visual arts program that strengthens the focus on creative expression as vital in understanding and communicating the human experience.

Foxcroft fields 17 athletic teams in 11 sports: cross-country, field hockey, tennis, volleyball, basketball, rock climbing, lacrosse, softball, soccer, track and field, and horseback riding. Foxcroft's premiere equestrian program is nationally recognized, and the athletic teams have won conference and state championships. The School also offers a variety of non-competitive athletic activities including yoga, dance, and other options based on student interest.

The Athletic Center includes two gyms, a fitness center, training room, and dance studio.



## STUDENT LIFE

Based on the knowledge that girls who are connected are happier, healthier, and perform better inside and outside of the classroom, Foxcroft offers a welcoming, engaging environment and a plethora of extracurricular programs. The School is particularly committed to supporting a diverse, inclusive culture and instilling in students a commitment to ethical behavior.

The recently re-envisioned residential life program offers students myriad opportunities to develop leadership, responsibility, and cultural understanding through School traditions, community service, educational trips, clubs, and weekend activities. Throughout the year, 30+ clubs and activities provide a wealth of opportunities — from arts to astronomy, beekeeping to global culture, Model UN to a “We the People” diversity and inclusion group. Weekend activities include trips for movies, museums, shopping, and more.

## CAMPUS

Foxcroft School’s 500-acre campus is rich in natural beauty. A short distance from downtown Middleburg, the main campus blends historic and modern buildings, including the main Schoolhouse, the Brick House Dining Hall, the Audrey Bruce Currier Library, and the Northcross Health Center. Among the dormitories is Stuart Hall, a 2014 gold-LEED certified residence hall that has won a number of design awards. In 2016, the other four dormitories were renovated and upgraded. The former Court Dormitory was repurposed into an attractive Welcome Center and administrative offices, ensuring the preservation of this historic building.





The campus also includes a state-of-the-art Athletic center, a swimming pool, tennis courts, athletic fields, horse stables and riding track, and the Duncan H. Read Observatory. Thoughtfully spaced around the rim of the campus are numerous faculty houses and a guest house for visitors.

The School's Campus Master Plan includes future renovation and new construction — in particular, a new performing arts center.

## MIDDLEBURG, VIRGINIA

Middleburg is an attractive, treelined village located in Northern Virginia, in the foothills of the Blue Ridge Mountains 40 miles west of Washington, D.C. and 15 miles from Leesburg. Known as “The Nation’s Horse and Hunt Capital,” the town is surrounded by rolling, open countryside and is the site of world-class equestrian competitions. Middleburg has numerous historic landmarks, a vibrant local arts scene, and both fine dining and high-end shops. The oldest building in town, the Red Fox Inn & Tavern, was originally established in 1728 by Joseph Chinn as Chinn’s Ordinary and is billed as the oldest continually operated inn in the U.S. The Hill School, a JK-8 coeducational independent school, is also located in Middleburg. Dulles International Airport is 26 miles from campus.



## CORE RESPONSIBILITIES

- Working closely with the Head of School, ensure the implementation of the mission, values, promises, and strategic priorities of the school.
- Serve as chief educational leader and articulate a clear and compelling vision for teaching and learning as aligned with Foxcroft's Portrait of a Graduate and Portrait of an Educator.
- Oversee the day-to-day operations of the school's instructional, residential, and student life programs
- Serve as key member of the administrative team.
- In coordination with the Chief Operations Officer, serve as Head of School designee.
- Direct the vision, priorities, and work of the Dean of Inclusive Excellence, Dean of Student Life, Learning Center, College Counseling, Registrar, Student Health Team, and Guidance Team.
- Lead the development and implementation of curriculum adoption/curriculum review, academic policies, courses offered, department goals, course objectives, materials, and scope and sequence.
- Ensure compliance with the school's policies, practices, and procedures.
- Maintain accurate and complete records of academic progress, attendance, and citizen records for all students.
- Oversee and maintain a comprehensive calendar of school events and keep the entire school community informed of various programs and activities.
- Be a visible and accessible presence in all areas of the school.
- Proactively communicate with faculty, students and parents
- Nurture a positive and cohesive school culture and climate in which all members feel a sense of belonging.
- Keep the Head of School informed of all issues.



## SPECIFIC RESPONSIBILITIES

- Oversee the work of the Dean of Inclusive Excellence related to faculty: recruit, hire, onboard, support, evaluate and retain faculty. Make recommendations to the Head of School regarding the hiring and retention, and the assignment of faculty.
- Oversee the work of Student Life to nurture a warm and inviting home away from home for students and to ensure safety and wellness and to align the work of the residential life program and co-curricular program with the overall mission, goals and priorities of the school.
- Work closely with the Student Health Team to address student medical needs.
- Work to create an inclusive and equitable teaching and learning experience for all community members.
- Oversee students' course selection, scheduling, assessment, and reporting of student progress
- Work closely with the Admission team to ensure enrollment of mission appropriate students and to support orientation and retention of students.
- Facilitate timely communication with families regarding their students' progress
- Serve as an Administrative Duty Officer on a rotating basis in the evenings and on weekends to maintain a safe, orderly, respectful and positive residential life environment.
- Other duties as assigned



## OPPORTUNITIES AND CHALLENGES

The Assistant Head of School joins Foxcroft at an exciting time of implementing a new strategic plan and launching a capital campaign that includes the renovation of Foxcroft's academic facilities and building a new performing arts center. This position will face challenges and opportunities including:

- Overseeing the daily operations of the school in order to support the Head of School's work on strategic priorities, including the Schoolhouse project.
- Partnering with the Admissions, Advancement, and the Business Office to showcase the School's commitment to academic excellence and to building an authentic sense of belonging for all members of the community.
- Building synergies across programs and departments, and fostering a positive and cohesive learning and living environment across the 9-12 continuum.
- Implementing Mastery Learning across all departments.
- Communicating goals, outcomes, and metrics around best practices in teaching and learning and in DEI, and bringing a data-informed lens to decision-making.

## DESIRED QUALITIES AND QUALIFICATIONS

The most competitive candidates will offer most or all of the following qualifications and qualities:

### Professional Qualifications

- Bachelor's degree; Master's or doctoral degree in education or school administration preferred.
- 5-7 years experience as a classroom teacher.
- 2-3 years experience as an administrative leader, preferably in independent schools. Boarding school experience is preferred.



- Dynamic instructional leader with expertise in the developmental and learning needs of adolescent girls.
- History of innovation moderated by a skillful and sensitive approach to change.
- Strategic thinker and creative problem solver.
- Demonstrated commitment to Diversity, Equity and Inclusion.
- Excellent organizational skills.
- Exceptional written and oral communication skills; strong listening skills.
- Technology savvy.

### **Leadership Style**

- A collaborative style that is warm, supportive, and relational.
- The confidence and humility to advocate for new ideas, invite disagreement, and welcome feedback, engaging in challenging conversations with grace.
- Exceptional interpersonal skills and the ability to communicate with inspiration and clarity.

### **Personal Qualities**

- Commitment to a navigating one's personal and professional life with the highest level of integrity.
- Growth mindset.



## TO APPLY

Interested candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A cover letter expressing their interest in this particular position;
- A current resume;
- A one-page statement of educational philosophy

Selected candidates will also be asked to provide the following:

- A list of five professional references with name, phone number, and email address of each (references will not be contacted without the candidate's permission).

Candidates are invited to contact the consultants in confidence and to submit a resume, cover letter, and philosophy statement to:

**John Faubert**

Search Consultant

[john.faubert@carneysandoe.com](mailto:john.faubert@carneysandoe.com)

**Namita Bhattacharya**

Search Consultant

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