



Associate Head of School
Westport, CT

The School

At Greens Farms Academy (GFA), students are empowered to do the hard, thrilling, essential work of shaping their own world, of building their own future. 715 PreK -12 students come from 23 towns in Fairfield and Westchester counties and form an inclusive community that plays on 64 interscholastic athletic teams, participates in a robust service-learning program, and aspires to live by the school's motto, "Each for All."

Founded in 1925, GFA is situated on a former Vanderbilt estate in the Greens Farms section of Westport, CT. The School is located on a scenic 44-acre campus. The Lower School enrolls 170 students, the Middle School 230 and the Upper School 315.

The School's highly regarded academic program is built around small class sizes (average 15), mentoring partnership with faculty (8:1 student to teacher ratio), and Signature Programs (World Perspectives, STEAM, and Sustainability) spanning all grades. The faculty is characterized by its growth-mindset, embracing innovation, exploring a range of student-centered approaches, and constantly seeking to better serve its students.



A stunning waterfront campus in Westport, CT, comprises three ecosystems - a salt marsh, Audubon woodlands, and the Long Island Sound - and architecture ranging from a modernized Vanderbilt estate to a state-of-the-art center for arts and global studies. Greens Farms Academy has graduated thousands of compassionate, enterprising, broad-minded women and men - people with the courage and vision to build a better world.



**Carney
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& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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The GFA mission plays an essential role in school life: *GFA engages students as partners in an innovative, inclusive, and globally minded community to prepare them for a life of purpose.* Faculty and staff have committed that language to memory, along with our core values -- passion, integrity, empathy, curiosity, excellence -- so as to better live out the spirit of those words.

GFA is a suburban school close to major transportation and a five-minute walk from the Greens Farms Metro North train station. The campus sits on the Long Island Sound, a half hour south of New Haven and an hour north of New York City by car or commuter train.



The Position

Greens Farms Academy seeks an Associate Head of School to begin in July 2020. The Associate Head of School is responsible for the PreK-12 academic program at a school that has earned a reputation for innovation, excellence, place-based education, a growth-oriented faculty culture, and a student-centered approach to teaching and learning. The portfolio includes oversight of curriculum, faculty hiring, professional development, faculty evaluation, and special projects. The Associate Head of School also partners with the Head of School on all institutional issues -- legal, financial, strategic, personnel. The second most senior leader at the school, the Associate Head of School reports to the Head of School, is a member of the School's Administrative Team, sits with the Board of Trustees, and is a visible leader in the community. The Associate Head of School has traditionally taught one class, served as an advisor, and been involved in the extracurricular program. This is an exceptional opportunity to play a lead role in GFA's future success, enhancing its innovative, inclusive, and globally minded culture and bolstering the School's growing national reputation.

Specific areas of responsibility include:

- **Academic Program:** Collaborate with division heads, department chairs, and others to guide the academic program PreK-12, including curriculum, faculty hiring, professional development, academic schedule, and faculty evaluation. Chair Academic Committee.
- **Institutional Issues:** Partner with Head of School on all institutional issues, including strategic planning, budget, facilities, legal matters, personnel decisions, special projects.
- **Other Duties:** Manage the school calendar. Oversee editing of parent-student handbook and faculty handbook. Coordinate commencement. Lead reaccreditation process.



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- **Special Projects:** Undertake special projects as needed, often by leading ad hoc committees. Recent special projects have included: developing a new school schedule, redesigning the service-learning program, creating a new faculty evaluation system, leading national searches for administrative positions.
- **Board Involvement:** Attend meetings of the Board of Trustees. Member of several Board subcommittees: Equity & Inclusion, Buildings & Grounds, Finance, Marketing & Communication.
- **Reports:** Academic Department Chairs, Community Service Coordinators, Director of STEAM, Director of Global Education, Sustainability Coordinator, Director of Library Services, Professional Development Coordinators, Director of New Faculty Mentoring.

Qualifications and Skills

The ideal candidate will have the following qualifications:

- An advanced degree
- A proven track record of excellence as a classroom teacher
- 5+ years of experience in academic leadership
- Proven ability to lead change
- Deep knowledge of pedagogy and curriculum across the PreK-12 spectrum
- Appreciation for student-centered, place-based, interdisciplinary, and project-based approaches to teaching and learning
- Demonstrated ability to create and foster a culture of innovation
- Experience working with and connecting to a large and diverse community
- Strong interpersonal skills and ability to collaborate
- Excellent written and verbal communication skills
- Strong organizational and project management skills
- Ability to motivate, manage and inspire people
- Excellent listening skills, a growth mindset, warmth, and good humor
- A confident, caring and approachable presence
- A commitment to fostering an inclusive community
- An appreciation for the benefits of a community focused on developing global citizens
- Comfort with and the skills to effectively use technology



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Head of School: Bob Whelan

Bob's personal and professional path to independent school leadership is one of diverse and interesting experiences. Raised in a small town in Maine, he attended South Portland High School before Phillips Academy Andover. After graduating from Andover, he matriculated at Brown University where he earned his B.A. in 1991 as a double major in American Civilization and Philosophy. For several years after graduation, Bob's career was involved with music as founder, singer, songwriter, business manager, and director of a band that performed over four hundred concerts. He held a major label recording contract with Atlantic Records and a publishing deal with EMI Music.

Bob returned to Brown in 2001 where he served as the Director of the Parents Leadership Program. During this time, he also earned a M.Ed. in Education, Policy, and Management from Harvard University. Bob served as the Associate Head of School at Rippowam Cisca School in Bedford, NY before being named Head of School at Lake Forest Country Day School, a PreK-8 school of 406 students in the suburbs of Chicago. Bob's leadership at LFCDS brought about innovations that improved the quality of the school's curriculum, increased enrollment, significantly upgraded facilities, and created a more diverse and inclusive community. Bob accepted the role of Head of School at Greens Farms Academy in the fall of 2017, becoming GFA's eighth head of school in July of 2018.



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Benefits

Greens Farms Academy offers a dynamic and supportive work environment, competitive salaries, and a generous benefits package including a retirement plan with employer-matching, a full array of insurance plans, and generous support for professional growth. Greens Farms Academy is an Equal Opportunity Employer.



How to Apply

Please send resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and statement of philosophy of education and leadership to John Faubert, jfaubert@carneysandoe.com, or Sloane Meyer, sloane.meyer@carneysandoe.com.

Please do not contact the school directly.



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