



**Assistant Head of School for Academics
Thayer Academy—Braintree, MA
July 2023**

About Thayer Academy

Thayer Academy's mission is “to inspire a diverse community of students to moral, intellectual, aesthetic, and physical excellence so that each may rise to honorable achievement and contribute to the common good.” In its hiring practices, Thayer Academy seeks candidates who come from a broad range of backgrounds and can contribute to a diverse community, who love working with young people, who thrive when engaged in the various activities of school life, and who welcome professional growth.

Thayer is rooted in the intentionally holistic education of our students, who are viewed as individuals with affinities and talents in many areas. Unique to Thayer, because of deliberately coordinated scheduling, it is possible to be both a varsity athlete and sing on stage in the school musical – students here are not forced to choose one path or another, allowing them to pursue varied interests that contribute to their growth. The resulting community you'll find at the Academy is vibrant and affirming, the culmination of students working together in the classroom, on the playing fields and on the stage, and in communities both local and global. There is a supportive and collaborative camaraderie that pervades our halls and campus – one where students view their classmates as partners, encouraging one another to discover their hidden talents and develop them into lifelong strengths.

Thayer Academy faculty and staff demonstrate caring leadership in the classrooms, art studios, and laboratories; on the playing fields, dance floors, and stages; and through engaging, listening, and supporting. The Academy's extensive support for ongoing professional development ensures a faculty well-versed in the latest skills and practices. In so doing, they continue the tradition of excellence, achievement, and inspiration that has characterized Thayer since its founding in 1877.



**Carney
Sandoe**
& ASSOCIATES

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The Position

The Assistant Head of School for Academics (AHSA) partners with the Head of School and the senior leadership team to develop and implement a strategic vision for Thayer Academy's academic experience and deliver innovative programs that serve the Academy's mission and strategic priorities. The AHSA works closely with the Division Directors and Department Heads in the Upper and Middle Schools in designing, evaluating, and modifying the academic program to ensure Thayer Academy students experience an engaging, vibrant, forward-thinking, and mission-driven program of study

Roles & Responsibilities

- In partnership with division heads and department heads, oversees the day-to-day administration of academic life at Thayer including development, administration, and oversight of the academic calendar, daily schedules, student schedules, teacher schedules, and on-campus standardized testing.
- Oversees and supports best practices in curriculum and pedagogy, based on current research, supervising Directors of Studies in both divisions in those roles. Studies, evaluates, and supports implementation of new instructional techniques, materials, and best practices by teachers.
- Leads the Professional Development Committee and partners with division heads and other key stakeholders on the development and implementation of a robust faculty professional growth and development program.
- Guides the development and implementation of new academic initiatives and a shared instructional vision across both divisions.
- Partners with key stakeholders in building external partnerships that support the academic mission of the school, including with colleges/universities, scholars, peer schools, alumni/ae, and employers.
- Partners with Division Directors, the Director of DEI, the Director of HR, and other stakeholders on the hiring and onboarding of new faculty and faculty evaluation for all teachers.
- Leads the school's Academic Forum committee in partnership with the Directors of Studies.



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Roles & Responsibilities (cont.)

- Oversees the work of the Hale Learning Center across both divisions; provides leadership, in coordination with the Hale Learning Center Director, in the implementation of differentiated instruction tailored to meet the academic, social, and emotional needs of Thayer Academy's student population.
- Facilitates discussions with the department heads to ensure horizontal and vertical alignment of Thayer's course offerings across grades 5-12.
- Works closely with the Division Directors to ensure clear communication of the course selection and registration process to students, faculty, parents, and advisors, including providing specific guidance to students and families.
- Manages the NEASC accreditation process in collaboration with Directors of Studies, Division Directors, and the Head of School.
- Oversees NCAA Clearinghouse issues with student-athletes, ensuring all students meet eligibility standards as outlined by the NCAA working with the Upper School Registrar and Director of College Counseling.
- Teaches one class.

Requirements

- Master's degree or higher and at least 7 years of relevant experience, preferably in an independent school setting.
- Academic administrative leadership and supervisory experience at the department, division, or school levels.
- Successful record of researching, envisioning, and implementing curricular and pedagogical improvements and innovations in an educational setting.
- Facility in managing school schedule and calendar matters.
- Proven ability to build relationships and work with a diverse faculty, staff, and adolescent student population.
- Demonstrated commitment to and experience in supporting diversity, equity, and inclusion in a school setting.
- Demonstrated ability to create and implement solutions to complex problems.
- Understanding and history of effectively utilizing and leveraging instructional technology tools to support meaningful teaching and learning.
- Ability to work in a fast-paced environment and handle ambiguity.
- Experience making collaborative decisions.
- Focused ability to drive results and an entrepreneurial spirit.
- Previous experience with building processes and/or implementing workflows.
- Exceptional organizational skills; ability to handle confidential/sensitive information.

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 John Faubert (jfaubert@carneysandoe.com) and Namita Bhattacharya (namita@carneysandoe.com). **Please do not contact the school directly.**



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