



# WESTTOWN SCHOOL

## Upper School Principal West Chester, PA

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Westtown School, an independent, PK-12, day and boarding Quaker school in West Chester, Pennsylvania, seeks an experienced, dynamic educational leader to serve as Upper School Principal. The principal will provide strategic guidance for the Upper School, support its faculty, oversee its daily operations, and guide the division through both joys and challenges with skill, sensitivity and grace. The principal will partner with other senior administrators to develop and implement school-wide strategic priorities that further the school's mission and will ensure the alignment of Upper School initiatives with those priorities.

**The School:** Westtown is a spirit-led school where students are empowered to discover their unique gifts and guiding purpose in a values-based community, while acquiring the skills and knowledge they will need to impact — and to better — the world they will inherit. Founded in 1799 by members of the Philadelphia Yearly Meeting of the Religious Society of Friends, Westtown educates not just for the sake of college preparation, but for an engaged and reflective life. The school's academic program is rigorous, and its college admissions record is impressive. At the same time, the school places a strong emphasis on reflection and mindfulness, both in weekly Meeting for Worship and in students' everyday lives. Westtown's beautiful 600-acre campus, located just 25 miles west of Philadelphia, encourages investigation, relaxation, and play, as well as illustrating the school's commitment to sustainability. Quaker values and practices pervade the curriculum and culture, encouraging each community member to value diversity, to seek peace and justice, and to demonstrate respect for self and others.



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The Upper School (grades 9-12) provides an outstanding education for a diverse population of 370 students, of whom 32% are of color and 16% are international. Westtown students are engaged, active, and aware, committed to learning and self-discovery. In addition to a rigorous curriculum featuring numerous distinctions and a broad array of inspiring and challenging co-curriculars, 74% of Upper School students board in a residential program that forges life skills and lifelong friendships. Sixty-one Upper School teachers are themselves lifelong learners who take full advantage of Westtown's commitment to professional development in order to hone their craft and provide thoughtful, intentional learning experiences for young people. The faculty believe passionately that within each student there is a special Light, a unique wisdom, and an evolving purpose. A strong sense of community at the school helps every student feel known, understood, and capable of effecting positive change in the world.



**Upper School Principal:** The Upper School Principal reports to the Head of School and is charged with comprehensive responsibility for all activities involving students and faculty in the Upper School. As the division's educational leader, the principal is afforded a high degree of autonomy, while partnering closely with other senior administrators, including the principals of the Lower and Middle Schools, to further school-wide initiatives. Within a collaborative culture based on Quaker decision-making, the principal provides the Upper School's primary voice regarding expectations for students, faculty, and staff, oversees the development and implementation of curriculum, supervises teachers and the teaching process, and reviews and evaluates academic and co-curricular programs. The Upper School Principal makes recommendations to the Head of School regarding the hiring and retention of division faculty and staff, and supervises the Dean of Students, Dean of Academics, Director of College Counseling, Upper School faculty, academic department chairs, and Upper School office staff. In partnership with these and other colleagues, the principal attends to both daily school matters and issues of educational/philosophical interest and concern among the



faculty, oversees the academic guidance of students and the methods and standards used by teachers to measure student achievement, and establishes and maintains community standards in both the academic and residential life of the Upper School. As a school and as a community, Westtown proceeds from a spiritual center, and the Upper School community relies on its principal to provide visible leadership in this regard, and to work in a compassionate and collaborative way towards the resolution of all challenges, both routine and unique.



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## Qualifications:

- An advanced degree, at least seven years teaching experience, and at least five years administrative experience;
- Demonstrated track record of leadership and change management;
- Demonstrated understanding of opportunities and challenges in independent schools;
- Demonstrated success supervising and supporting teachers and other professional staff;
- Commitment to building and sustaining an inclusive community and a program which reflects diverse cultures and perspectives;
- Strong affinity for the mission of Westtown School and an educational philosophy consistent with the school's values;
- Experience in a residential program, ideally, or strong appreciation of the value of a residential program and a demonstrated understanding of its opportunities and challenges;
- Collegial, collaborative, and supportive management style;
- Appreciation and robust support for Quaker education and Quaker spirituality;
- Excellent judgment, with an ability to respond to urgent and crisis situations calmly;
- Excellent communication skills, initiative and follow-through;
- Diplomacy, tact, and discretion with confidential information.

**Timeline and Process:** Westtown has named an Interim Upper School Principal for the 2019-2020 year, and the School aims to conduct its search for a permanent Upper School Principal both thoroughly and briskly, with the goal of naming the appointee by January 2020, for a start date in the summer of 2020.

Westtown welcomes diverse candidates and encourages them to apply. Westtown does not discriminate in hiring, and the school is committed to fostering an inclusive community based on cultural competence, commitment to social justice, and respect for all voices.



**To apply:** Preference will be given to applications received by October 1, 2019. 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](mailto:jfaubert@carneysandoe.com), or Sloane Meyer, [sloane.meyer@carneysandoe.com](mailto:sloane.meyer@carneysandoe.com).

Please do not contact the school directly.



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