

Assistant Head / Dean of Faculty



ST. GEORGE'S SCHOOL

Middletown, RI

School Overview

St. George's School was founded in 1896 in Newport, RI by the Reverend John Byron Diman, later becoming an Episcopal boarding school and relocating to its iconic oceanside campus overlooking Second Beach in Middletown. Today, the school stands as one of the strongest small boarding schools in the country, continuing its legacy of transforming student lives through outstanding and distinctive academic, athletic, and artistic opportunities.



The St. George's community is a global community, with a boarding population representing 80% of students who hail from approximately 30 states and 20 countries. These students are supported in all of their endeavors by a dedicated, close-knit community of approximately 150 full-time employees, including 95 teaching and administrative faculty, 78% of whom hold advanced degrees. The diversity of perspectives students bring to campus enriches the educational experience for all, from the classroom to afternoon programs and residential life.

Students at St. George's - or SG as it is often called on the "Hilltop" - are well-known by the adults within the community, whether in the classroom, in the dormitory, or in the many co-curricular and extracurricular activities the school supports. The five academic departments are interdisciplinary in nature - STEM, Humanities, Language and Culture Studies, Visual and Performing Arts, and Connected Learning. Connected Learning encompasses a number of experiential and contextual learning opportunities, including the school's service opportunities, marine science research program, and *Geronimo*, the school's 70-foot sailboat and teaching vessel.

As an Episcopal school, St. George's seeks to create an intentional environment where students and adults are exposed to a wide range of ideas, experiences, and cultures to promote reflection,



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engagement, and learning from a diversity of perspectives. To that end, the school's Board-approved 2024 Equity and Inclusion Plan extends through 2027, with centerpiece initiatives such as the promotion of civil discourses and distinctive programs such as *Building Bridges*. School leadership and the Board of Trustees remain committed to a robust financial aid program to promote socio-economic diversity and increase access to the tremendous educational opportunities afforded to students at St. George's.

The school is completing its current strategic plan, *Our Horizon*, and is in the process of developing the school's next strategic plan, with the intention that it receives Board approval in Fall 2026. The school is currently going through its 10-year reaccreditation process through AISNE.



Position Summary:

The Assistant Head / Dean of Faculty works in close partnership with the Head of School and other senior school leaders to advance the mission of St. George's School through leadership and oversight of faculty recruitment, workload, evaluation, hiring, retention, and growth within a boarding school environment. The Assistant Head / Dean of Faculty serves as the key point person for faculty regarding all manner of school-related responsibilities, helping to anticipate and address challenges, advocate for people and programs, and oversee the overall growth and development of the faculty. As a thought partner and sounding board for the Head of School regarding strategic matters, the Assistant Head / Dean of Faculty also provides oversight of the day-to-day operation of the school and serves as a member of the Leadership Team.

Responsibilities:

This role's responsibilities are centered on faculty and school affairs, with a significant focus on leadership and administrative oversight.

- Ensure a strategic approach to faculty support and supervision through the development and oversight of appropriate housing, workload, compensation, and evaluation policies and systems
 - Oversee the assignment of all faculty duties and responsibilities, working closely with the Academics Office, Department Chairs, Athletics Department, and Student Life Office
 - Negotiate work issues with faculty with an eye toward professional growth, while maintaining the best possible balance of individual and School needs
 - Support school leadership in articulating school programs and faculty expectations
 - Ensure teachers are familiar with and adhere to policies in all areas of school operations



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- Determine and communicate school housing decisions in partnership with the Head of School and Dean of Student Life
- Oversee the recruitment, retention, hiring, support, and supervision of a best-in-class faculty in partnership with school leadership, department chairs, and Human Resources
 - Continually reflect on the school's educational program and develop opportunities for faculty discussion on its direction and growth
 - Ensure culture of support for growth across the faculty and their varied responsibilities
 - Partner with the Human Resources Manager and Chief Financial Officer to manage faculty hiring letters and annual salary budgets
 - Serve as the point person for new hires to facilitate a smooth transition to the school
 - Organize and facilitate a new faculty orientation program in the summer and fall
- Maintain a culture of adult growth
 - Manage a system for supportive and timely evaluation of all faculty members throughout their careers, as well as maintain channels for other forms of formal and informal feedback
 - Observe, supervise, and help evaluate faculty through classroom, afternoon, and evening observations
 - Oversee all in-service and professional development programs, including the planning and facilitation of faculty meetings
 - Serve as a consultant to teachers in matters of classroom and dorm management, teaching methods, and general school procedures
 - Maintain awareness of the needs of the school community (e.g. educational, physical, social) and develop and implement plans for meeting those needs
 - Oversee the planning and implementation of a Fellows Program for new teachers, in collaboration with the Dean of Academics and Merck Teaching Program leaders
- Oversee initiatives that advance the implementation of the school's strategic plan
 - Develop and maintain systems to track and demonstrate progress against strategic goals
 - Partner with the Head of School to integrate the strategic plan into the life of the school
- Ensure the smooth day-to-day operation of the school, including the coordination between different areas of school life
 - Oversee a comprehensive school events calendar, keeping the community informed of programs and activities



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- Supervise the Director of Athletics, Head Chaplain, Director of *Building Bridges*, and Sustainability Coordinator
- Coordinate coverage of the afternoon program with the Director of Athletics and Connected Learning Department Chair
- Participate broadly and joyfully in the life of the school
 - Maintain a visible presence throughout the school
 - Teach one class and serve as an advisor
 - Supervise the campus in the evenings and on weekends
 - Serve on the Leadership Team, Senior Administrative Council, and Academic Council

Skills, Experience, and Qualifications:

- Significant experience as a school leader, with a preference for individuals directly familiar with the multitude of roles and responsibilities of boarding school faculty (residential life, advising, coaching, chaperone, etc.)
- Strong interpersonal, facilitation, and communication skills, including the capacity to listen to many voices
- Sound judgement in managing daily personal and interpersonal concerns calmly, compassionately, and with discretion
- Nuanced understanding of the benefits, challenges, and demands that exist for faculty and students within a boarding school environment
- Ability to interact with and represent the school's interests among various constituencies, including students, faculty, and parents
- Commitment to remain current in the field of education, representing best practices in all aspects of the work
- Experience creating and sustaining an inclusive school culture and environment
- Experience developing and overseeing departmental budgets
- Willingness and ability to collaborate with a strong and high-functioning leadership team
- A sense of humor, warmth, and a willingness to bring joy to the work.
- Master's degree in a related field (preferred)

School Leadership



Michael Wirtz became St. George's 13th Head of School in 2023 after a seven-year tenure as Head of School at Hackley School in Tarrytown, NY. He began his career as a research scientist with Pfizer, Inc. before moving into education. In addition to Hackley, Mike worked at The Montgomery Academy, Concord Academy, and St. Mark's School (MA) in a variety of teaching and academic leadership roles. He earned his Master's degree in Policy, Planning, and Administration from Boston University and his bachelor's degree in Chemistry from Ohio University.

St. George's school leadership comprises senior administrators, as well as the heads and directors of an array of departments who partner with the Head of School to set a visionary course for the school and oversee its day-to-day operation. The St. George's Board of Trustees oversee and are



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guided by the school's mission, as well as an abiding drive to help further distinguish and elevate the school. They have a strong and effective partnership with school leadership, as they establish ambitious goals and monitor the school's progress against them. The Board, composed mostly of alumni, is dedicated to the school and works to ensure that SG responds to change and adapts to challenges to ensure a vibrant future. The entire board convenes four times annually on the Hilltop.



To Apply

Interested candidates should submit a **resume** and **cover letter** to:

John Faubert, Director of Placement
Carney Sandoe & Associates
john.faubert@carneysandoe.com

and

Amanda Gastel, Placement Counselor
Carney Sandoe & Associates
amanda.gastel@carneysandoe.com

Please do not contact the school directly.



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