



# CANTERBURY SCHOOL

## Dean of Faculty New Milford, CT

Canterbury School seeks an accomplished, relational, and forward-thinking educational leader to serve as Dean of Faculty. This full-time, 12-month administrative position reports to the Dean of Academics and works closely with the Head of School, Associate Head of School, senior leadership team, and the Assistant Dean of Faculty to advance the School's mission through the recruitment, support, evaluation, development, and retention of faculty in a boarding school environment. The Dean of Faculty is responsible for providing administrative oversight of faculty, with a primary focus on supporting, supervising, and developing an exceptional faculty.



The Dean of Faculty models exemplary teaching practice and brings empathy, sound judgment, and optimism to faculty leadership. This position serves as the primary advocate and liaison for faculty, fostering a culture of professional growth, accountability, and care. A visible and engaged presence on campus, the Dean supports faculty across all aspects of their work—academic, residential, advisory, and co-curricular—while proactively addressing challenges and strengthening systems that support faculty success.

Another central responsibility of this role is the direct supervision, mentoring, and professional development of the Assistant Dean of Faculty, ensuring strong collaboration, shared leadership, and continuity in faculty support and evaluation.



**Carney  
Sandoe**  
& ASSOCIATES

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The ideal candidate is an educational leader who is eager to immerse themselves fully in the life and culture of the school. Successful members of Canterbury's faculty are proactive, reflective self-starters who thrive in a collaborative environment, embrace new initiatives, and approach challenges with creativity and purpose. The ability to manage multiple priorities, meet competing deadlines, and balance strategic and operational responsibilities is essential.



## Key Responsibilities

### ***Faculty Leadership and Administrative Duties***

- Provide strategic oversight of faculty policies and systems related to workload, evaluation, housing, and professional expectations.
- Supervise, support, and mentor the Assistant Dean of Faculty, fostering leadership growth and effective partnership in faculty oversight.
- Oversee faculty role assignments in collaboration with the Associate Head of School, Dean of Academics, Department Chairs, Athletics, and Student Life.
- Address faculty work-related matters with a focus on professional growth while balancing individual needs and institutional priorities.
- Ensure faculty understanding of and adherence to School policies and professional standards.
- Partner with leadership to determine and communicate faculty housing assignments.

### ***Faculty Recruitment, Onboarding, and Retention***

- Lead faculty recruitment, hiring, retention, and support in collaboration with school leadership, Department Chairs, and Human Resources.
- Partner with the Associate Head of School on faculty appointment letters.



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- Oversee comprehensive onboarding and orientation programs for new faculty, ensuring a smooth transition into the School community.

### ***Faculty Growth, Evaluation, and Professional Development***

- Foster a culture of continuous reflection, growth, and excellence among faculty.
- Develop and oversee a comprehensive faculty evaluation system throughout all stages of faculty careers, including classroom observation and feedback on residential and co-curricular responsibilities.
- Plan and facilitate faculty meetings, in-service days, and professional development programming.
- Serve as a trusted consultant to faculty on pedagogy, classroom practice, residential life responsibilities, and School procedures.

### ***Community Engagement and Campus Life***

- Maintain a visible, engaged presence across campus and participate fully in School life.
- Teach two academic courses and serve as a faculty advisor.
- Participate in weekend supervision as an Administrator on Duty (AOD).
- Collaborate with student life and athletics leadership to support the holistic residential experience.



### ***Qualifications and Experience***

- Significant leadership experience, with strong preference given to candidates who possess direct familiarity with the multifaceted roles of boarding school faculty, including residential life, advising, coaching, weekend responsibilities, and student supervision.



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- Deep understanding of the academic, residential, advisory, and co-curricular roles of boarding school faculty.
- Exceptional interpersonal, communication, and facilitation skills, with the ability to build trust and manage sensitive matters with discretion and care.
- Demonstrated success mentoring and developing faculty and emerging leaders.
- Strong organizational skills and ability to manage multiple priorities.
- Commitment to inclusive practices and a supportive, respectful school culture.
- Experience overseeing programs, departments, or budgets.
- Master's degree preferred.

#### ***Personal Qualities***

- Collaborative, reflective, and student-centered
- Warm, approachable, and optimistic
- Grounded, ethical, and steady in complex situations
- A sense of humor and joy in community life

#### ***Working Environment***

This role is based in a fast-paced boarding school environment and requires flexibility, adaptability, and engagement across campus life. While primarily administrative, the position may include a combination of the following: teaching, coaching, and residential responsibilities.

#### ***NOTE***

*This job description is intended to describe the general nature and scope of the position and does not represent an exhaustive list of all duties, responsibilities, or qualifications. Employees may be required to perform additional job-related tasks and follow reasonable instructions as assigned by individuals authorized to direct their work. All duties and responsibilities described are considered essential functions of the position and may be modified, as appropriate, to reasonably accommodate individuals with disabilities. Successful candidates must possess the knowledge, skills, abilities, and competencies necessary to perform the essential functions of the role effectively.*

*Certain requirements may be subject to exclusion where an individual poses a direct threat or significant risk to the health or safety of themselves or others. The qualifications outlined represent the minimum standards required for the position. This job description does not constitute an employment contract, express or implied, and employment with the School is at-will.*

*Canterbury School, in the treatment of employees and applicants for employment, is committed to a policy of equal opportunity and non-discrimination. To learn more about Canterbury's efforts to maintain a diverse and inclusive community, please visit our website.*



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## **To Apply**

Interested and qualified candidates should submit, and as separate documents, the following materials:

1. Current resume, including phone number and email address
2. Cover letter stating interest in and qualifications for the position
3. An educational philosophy statement
4. A list of five professional references with name, relationship, phone number, and email address

**John Faubert, Director of Placement**  
**Carney Sandoe & Associates**  
**[john.faubert@carneysandoe.com](mailto:john.faubert@carneysandoe.com)**

and

**Amanda Gastel, Placement Counselor**  
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**Please do not contact the school directly**



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