



## Upper School Director

Moorestown, NJ



At Moorestown Friends School, we weave academic rigor with Quaker values to serve a dual purpose: offering uncommon intellectual challenges while also instilling vital emotional and ethical attributes that empower our students. Our focus on relationships creates conditions for great intellectual daring, remarkably productive collaboration, and courageous perseverance. And our Quaker values impart universal principles of equality, compassion, reflection, and responsibility—which serve students from all backgrounds and belief systems and remain relevant in rapidly changing times.

The Upper School (US) Director shares responsibility for the educational leadership of the school with the Head of School, Associate Head of School, Director of Teaching & Learning, Lower School (LS) Director, and Middle School (MS) Director. The US Director participates with the Academic Council, faculty, students, and families in the development and implementation of the school’s educational program, ensuring it remains current and rooted in Quaker values. The ideal candidate will bring a love for working with US students, connect easily with colleagues and families, and be open minded about curricular innovation and personal growth.



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### **The Opportunity:**

Moorestown Friends School is in year four of implementing a strategic plan focused on teaching and learning, environmental stewardship, global engagement, and an inclusive community as our key priority areas. MFS is a richly diverse community of over 58% students of color and 20% faculty/staff of color. Deeply committed to diversity, equity, and inclusion, MFS is focused on ensuring an equitable educational experience where all students' voices and identities are welcomed, celebrated, and reflected in the curriculum. Rooted in Quaker values, Moorestown Friends School believes that a high-quality education is grounded in meaningful relationships, a spirit of partnership, and a belief in the inherent value of every individual and their ability to make the world a better place.

The Upper School at MFS is made up of approximately 245 students. In a geographic area where the public schools are strong, MFS continues to attract high quality students from over 60 different zip codes. Intensive Learning is a signature program at MFS that provides students with a week-long immersive experience outside of traditional classrooms, with approximately a third of the student body traveling internationally or nationally. The Upper School faculty has recently focused on and enhanced policies around academic integrity, the use of AI, cell phone access, and restorative practices. New global experiences, including a Global Certificate Program, have been introduced this year to broaden students' worldview. It is an exciting time for the Upper School, as we begin a significant renovation of a centralized space to create a wellness center for students. This center will provide students with a welcoming environment to study, relax, meet with peer tutors, receive counseling, and more. This renovation should be complete by early Fall 2026. The new Upper School Director is poised to continue the momentum of the division, focusing on high academic standards and student wellness.

### **ADMINISTRATIVE RESPONSIBILITIES**

- Oversee all administrative matters directly related to the US (grades 9-12), and collaborate with other administrators on all-school topics.
- Serve on the school's administrative leadership team.
- Develop and oversee the annual budget for the US.
- Collaborate with the Director of Enrollment Management to interview, review, and select US student applicants. Assist with relevant admissions events.
- Engage with initiatives, policies, and strategies to ensure a community where the school's Quaker values are upheld and all identities are respected and valued.
- Serve as liaison to the US Parent Council representatives.
- Coordinate and oversee the work of the US Dean of Students and the US Administrative Assistant.
- Regularly check the condition of classrooms and interior and exterior facilities, making recommendations for their maintenance and improvement.



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#### SUPERVISION OF THE EDUCATIONAL PROGRAM

- Promote the development and evolution of the School's educational program and learning experiences.
- Participate in the coordination and planning for special educational activities such as Senior Projects, Intensive Learning, Mock Primary Election, Science and Engineering Expo, and others.
- Together with the Dean of Students, oversee the development and implementation of elective courses at MFS.
- Participate in regular meetings of the Academic Council to discuss the curricular needs of the school.
- Oversee US Intensive Learning program, including program selection, student selection, financial aid, budgets, and chaperone assignments.
- Oversee the ordering of instructional materials including state aid materials.
- Coordinate and oversee special academic programs such as Capstone Program, Social Innovators Program, One Schoolhouse, partnership with The College of New Jersey, and more.
- Participate in the academic life of the school through teaching a minor course each semester, or the equivalent.

#### SELECTION, SUPERVISION, AND SUPPORT OF FACULTY

- Participate in the hiring process for US faculty and staff.
- Guide, support, and supervise US faculty, including substitute teachers.
- Observe US faculty and participate in discussions of faculty performance.
- Participate in the formal professional growth program for new and experienced teachers.



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- Collaborate with the senior administrative team to design, implement, and evaluate professional development programs.
- Schedule regular meetings of the Upper School faculty, including those who teach across divisions.

#### STUDENT AFFAIRS, GUIDANCE, AND COUNSELING

- Work closely with the US Dean of Students to shape student life in the US.
- Oversee the work of the College Counseling Office.
- Work with US Dean of Students to support US Lead Advisors in developing and implementing the US Advisory Curriculum.
- Partner with parents/guardians to support and guide the social-emotional and academic growth of students.
- Provide support for underrepresented students at MFS to ensure they are thriving academically, athletically, and socially in our community.
- Support the Wellness and Student Support team to coordinate guidance services, testing programs, and referral procedures of the school.
- Work with the US Dean of Students to manage the student disciplinary program, which focuses on restorative practices.
- Coordinate with the Athletic Director in support of the US athletic program.
- Participate in regular discussions with the Admissions Office and faculty around the retention and recruitment of students and families.
- Oversee the procedures for reporting to parents/guardians on student progress, including the writing of comments at the end of each quarter.
- Oversee with the Dean of Students and Department Chairs the development of academic awards and recognition.
- Establish positive relationships and be responsive to the needs of students, parents/guardians, faculty, and staff concerning academic and non-academic matters.

#### PROFESSIONAL QUALIFICATIONS

- A commitment to the values and spiritual foundation of a Friends school
- Significant teaching and administrative experience in a school setting
- A personal and professional commitment to diversity, equity, and inclusion and experience creating an inclusive school culture
- A growth mindset and the ability to model for others both the giving and receiving of critical feedback
- Excellent people skills, as well as verbal/written communication skills
- Experience working with the parent/guardian population
- An advanced degree in education or related field

The salary range for this position is \$120,000-\$145,000 and will be based on education and years of experience.



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**To Apply**

Interested candidates may submit a **resume, cover letter, and list of professional references** to:

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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[amanda.gastel@carneysandoe.com](mailto:amanda.gastel@carneysandoe.com)

**Please do not contact the school directly.**



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