

EXECUTIVE DIRECTOR

Start Date: July 2027

Learning Prep School

West Newton, Massachusetts | learningprep.org

Carney Sandoe & Associates

MISSION STATEMENT

Learning Prep School provides a safe, language-rich educational community where students with complex learning profiles are understood, celebrated, and equipped with the confidence and skills to thrive in school and beyond.

Through individualized language-based instruction, therapeutic support, and real-world experiential learning, Learning Prep School equips students with diverse learning profiles to unlock their potential, find belonging, and achieve lifelong independence.

At a Glance

1970
established

120
total enrollment

61
total faculty

3:1
student-faculty ratio

28%
students of color

72%
faculty with advanced degrees



OVERVIEW

A School Where Students Find More Than Academic Success

For more than fifty years, Learning Prep School has helped students with language-based learning differences rediscover confidence, a sense of belonging, and the joy of learning. Many students come to Learning Prep after years of frustration in typical learning settings. Even with academic accommodations and support services, they often still feel isolated academically and socially. At Learning Prep, they find something different: a community that supports, challenges, and includes them.

Students fully participate in school life. They build friendships, join clubs and activities, compete on athletic teams, develop leadership skills, and begin to see themselves differently. Families often describe Learning Prep as life-changing, not only for their children's academic growth but also because their children finally feel they belong. Strong language-based instruction, individualized support, and an authentic community are at the heart of Learning Prep's identity.

About Learning Prep

Approved under Massachusetts Chapter 766, Learning Prep School is a special education day school in West Newton that educates 120 students in grades 5 through 12. Designed for children with complex learning profiles—such as dyslexia, dysgraphia, dyscalculia, receptive and expressive language disorders, ADHD, and anxiety—Learning Prep delivers a specialized, language-based curriculum tailored to their needs.

Small classes, integrated speech-language and occupational therapy services, individual counseling, transition programming, and a talented, dedicated faculty help students develop the academic, social, communication, and practical skills they need to lead successful, independent lives.

The school is known for:

- Deeply committed faculty and staff
- Individualized student support
- Strong language-based instruction
- A safe learning environment
- A culture of belonging, connection, and mutual respect

An exciting opportunity to join Learning Prep School as its next Executive Director begins in July 2027. The incoming Executive Director will step into a role supported by a strong organizational structure at a pivotal moment in the school's history. While increasing student enrollment and community awareness are immediate priorities, the broader mandate includes navigating an evolving educational sector, deepening ties with local school districts, diversifying and growing revenue, expanding institutional development, and guiding the institution toward lasting stability—all while carefully preserving the distinctive mission, community spirit, and student-centered focus that define Learning Prep.

OPPORTUNITIES AND CHALLENGES

Although Learning Prep has a strong program and a talented staff, the broader educational landscape continues to evolve. Public school districts are developing additional resources and programming for students with learning differences. Families have more educational options than ever before. Schools that thrive in this environment clearly articulate their value, build strong relationships with key constituencies, and remain responsive to the changing needs of students and families. The next Executive Director will have the opportunity to build on a strong foundation while leading the school's efforts to strengthen enrollment, grow programmatic offerings, build greater philanthropic support and other key activities to build long-term sustainability for the school.

Key Priorities for the Next Executive Director

Serve as Learning Prep's Lead Ambassador and Strengthen Enrollment: The next Learning Prep Executive Director will be a highly visible and externally engaged leader who represents the school to families, public school districts, neuropsychologists, educational consultants, community partners, and donors. The school is looking for someone excited about external relations, strengthening enrollment, building partnerships, supporting fundraising, and helping the community understand what makes Learning Prep unique and why its mission-driven work matters.

The Executive Director will develop a focused enrollment strategy that reaches families of students with language-based learning differences, strengthens relationships with key referral sources, and builds a sustainable pipeline of mission-aligned students. This work includes expanding community awareness, enhancing the school's visibility, communicating Learning Prep's value clearly and consistently, and helping prospective families determine whether the school is the right mission fit for their child's learning needs.

Think Strategically About the Future: The next Executive Director will help the Board and leadership team think proactively about the future. Exploring how Learning Prep needs to continue to evolve, helping the school identify the greatest opportunities for growth, strengthening its external partnerships, and prioritizing how Learning Prep can continue to fulfill its mission while remaining financially healthy and sustainable are the most salient areas of opportunity. The Board seeks a leader who can balance mission, strategy, and practicality.

Build Organizational Capacity: Learning Prep is home to a talented team and a deeply collaborative culture. The next Executive Director will have the opportunity to support and further develop a strong cadre of leaders, recruit and retain outstanding faculty and staff, and ensure that organizational structures are aligned with strategic priorities. This leader will also strengthen collaboration across the school and create the conditions that enable faculty, staff, and administrators to thrive and support student success.

Preserve What Makes Learning Prep Distinct: Perhaps most importantly, the next Executive Director will honor, preserve, and strengthen the culture that makes Learning Prep such an exceptional place for students and families.

This is not a search for reinvention.

It is a search for a leader who understands what makes Learning Prep unique, is energized by its mission and values, and can respond to changing conditions, and elevate awareness of the school to the broader community.



QUALIFICATIONS AND PERSONAL ATTRIBUTES



The most successful candidates will likely demonstrate:

- A commitment to serving students with learning differences
- Strong relationship-building and communication skills
- Strategic and organizational leadership experience
- Business and financial acumen
- Experience leading teams and developing talent
- The ability to work effectively with a Board of Directors
- A history of building partnerships and engaging external constituencies
- An appreciation for the importance of community, belonging, and student experience

The Board welcomes a range of professional backgrounds and recognizes that not every candidate will bring the same combination of experience. While some qualifications are essential, others are preferred, including experience in a school serving students with learning differences. The school is ultimately seeking a leader whose skills, judgment, and commitment align with Learning Prep's mission and future needs.

LEARN MORE

- School Website
- Student Profile
- The LPS Difference
- High School Transition
- About West Newton, Massachusetts





TO APPLY

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

KIM PEEPLES
Senior Consultant
kim.peeples@carneysandoe.com

MICHAEL ROBINSON
Senior Consultant
michael.robinson@carneysandoe.com

The salary range for this position is $275,000-$315,000. Initial compensation will be based on a variety of factors, including experience, educational background, and demonstrated expertise.

Carney Sandoe & ASSOCIATES