



**CONSULTANTS FOR LEADERSHIP
AND GOVERNANCE**

Resource Group 175, LLC
www.rg175.com

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PORTER'S
FARMINGTON

ACADEMIC DEAN

July 1, 2012

**MISS PORTER'S SCHOOL
Farmington, Connecticut**

THE SCHOOL AND THE POSITION

Miss Porter's School educates young women to become informed, bold, resourceful and ethical global citizens. The school expects its graduates to shape a changing world.

Porter's is seeking an exceptional individual to provide leadership of the academic programs of the school, with the understanding that the position's primary focus is the support of students and their success at Porter's. The Academic Dean reports to the Associate Head of School and leads the team of academic Department Chairs responsible for teaching, advising, curriculum development, and department management. Porter's seeks an accomplished, experienced, and creative thinker who will embrace the mission and advance the vision and goals of the school.

Since 1843, Miss Porter's School has partnered tradition with innovation to provide a superior education to young women. Miss Porter's School advocates intellectual curiosity, champions personal excellence, and deeply values the relationships between students, faculty, and Ancients. The school's community of scholars, artists, athletes and friends flourishes within an environment of mutual respect, understanding and encouragement.

Porter's is an Equal Opportunity Employer and encourages applications from women and candidates of color. It is a non-smoking campus. Porter's is a rigorous college preparatory school, committed to excellence in the classroom. The salary and benefits package is competitive with other NAIS schools and is commensurate with the qualifications and experience of the candidates.

For more information, please visit www.porters.org

THE BROADER CONTEXT

Members of the Porter's community were asked to respond to several questions, the answers to which could assist both the school and potential candidates in understanding what the job entails, and what professional and personal attributes are seen as supporting success in the position. The following is a summary of the community's responses.

1. The School must count on the Academic Dean to understand and preserve the quality and integrity of the academic program with attention to the following aspects that truly distinguish it; that make it unique.

- The school enjoys rigor, academic honesty, innovation, effective teaching, and a caring environment.
- Relationships are very important and valued. Students are truly known. No one feels like an island.
- The school hires and mentors well. The faculty is a great group: cohesive, intellectually curious, exceptionally conscientious.
- Department chairs are collegial and work well together.
- The "Professional Standards" project is completed, understood, and fully espoused.
- Overall, the school functions as a very intentional place in leadership, transparency, and respect for ideas. There is also great clarity; people generally know who to go to, for what, even if it is not in the formal job description.

2. The Head and Associate Head of School will depend upon the Academic Dean for leadership in building and preserving the academic program, fostering constituents' leadership of it, advising on professional development, structuring appropriate review and supervision, and ensuring academic integrity throughout. Meeting the following challenges is critical to the Academic Dean's success:

- Help ensure that all departments are consistently strong across the disciplines. Guide them in the on-going examination of "What we teach, how and why?" so the curriculum is always current and always relevant; so departments are always poised and never complacent.
- Help maintain the important sense of community in general. Specifically, help the community understand and accept continuing leadership transitions. The administrative leadership team consists of two branches on which both the Head and Associate Head sit: The External Team, chaired by the Head and The Internal Team, chaired by the Associate Head. The External Team directs the school's fund-raising, financial, public relations and governance efforts. The Internal Team oversees the academic and co-curricular operations of the school with the Associate Head being responsible for proper management of faculty workload, professional development, benefits, and recruiting and hiring. The Academic Dean, in overseeing the academic program and advocating for the students, both at the heart of the school's mission, is a key member of the administrative leadership team, which continually strives to carefully balance the complexities of serving the mission while being attentive to the needs and concerns of the faculty and staff.

- Hold the entire community to its traditionally high standards of excellence and honor.
- Provide and support academic oversight, evaluation, and innovation. Help maintain progress in professional development. Participate actively in the hiring process with a mindfulness to increasing the adult diversity within the school to match the student diversity.
- Help faculty understand and then celebrate what is different and special about a girls' school. Foster the development of both confidence and pride in the school's uniqueness.

3. The Academic Dean is a critical position that is as much about “people and process” skills as it is about academic program. It requires senior, comparable, relevant, and successful experience from the first day on the job. Therefore, candidates for this position should:

- Have demonstrated teaching and faculty leadership experience as a master teacher, dorm parent, and coach, ideally in a girls boarding school setting.
- Be familiar with the evaluation and accreditation process.
- Understand the many delicate balances to be maintained between key constituencies.
- Be a visionary and guide attending to the details of implementing the academic program as well as “inspiring” curriculum rather than simply “reviewing” it, thereby helping faculty to explore and find the right course of action.
- Model lifelong learning.
 - Maintain a deep understanding of secondary curriculum and theories across its disciplines.
 - Be “I.T.” attuned and advance relevant technology initiatives.
 - Be knowledgeable and responsive to a diversity of learning styles.
- Hold both faculty and students accountable in an understanding way.
 - Advocate, protect, encourage, and coach with honesty and care.
 - Model a genuine delight in working with faculty and students.
- Be accessible and participate in the full range of boarding school activities.
- Be poised and confident publicly with various constituents.

APPLICATION PROCEDURE

Candidates should submit a cover letter, resume, and list of three references to:

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Miss Porter's School provides equal employment opportunities for employees and job applicants without regard to their race, creed, color, religion or national origin, age, gender, citizenship, disability, sexual orientation or marital status. It is a non-smoking campus.

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