

LEADERSHIP OPPORTUNITY • CONCORD ACADEMY, CONCORD, MA

# DEAN OF ACADEMIC PROGRAM & EQUITY



CONCORD  
ACADEMY

## LEADERSHIP OPPORTUNITY

Concord Academy, an independent, coeducational boarding and day school renowned for its world-class faculty, passionate students, and graduates who make their mark on the world, seeks a Dean of Academic Program and Equity to begin July 1, 2020.



Founded in 1922, Concord Academy has long balanced high academic standards with a focus on educating the whole student through academics, the arts, athletics, and cultural opportunities. Self-expression, storytelling, and careful listening are hallmarks of the Concord Academy experience.

The new Dean of Academic Program and Equity will join a collaborative senior leadership team and will be reporting directly to the Head of School, Rick Hardy. Overseeing the academic program and leading the institution's DEI and social justice efforts, this position is focused on the nexus of academics and equity, understanding that a school cannot be academically excellent without equity.

Strategic priorities/opportunities for the Dean of Academic Program and Equity include:

- Cultivating best practices from various pedagogies and disciplines while also working to ensure that CA remains a vanguard of academic excellence
- Visioning how equity, sustainability and social justice are woven through the fabric of the academic program
- Building institutional capacity among leadership, faculty and staff around DEI
- Inspiring a community that is already engaged in DEI work to delve deeper and envision CA's evolution into a more diverse, equitable and inclusive school with the end goal of producing students who are poised to tackle the important problems of their generation

## THE POSITION: DEAN OF ACADEMIC PROGRAM AND EQUITY

### Essential Functions

The Dean of Academic Program and Equity leads the development and implementation of academic policies, procedures, and programs that sustain a rigorous, creative and equitable learning environment. The Dean provides leadership in the areas of social justice, inclusion, community and equity, and supervises the work of the Community & Equity Office. This includes the development of personal responsibility in cultural competency institution-wide, and an awareness of thoughtful stewardship of our world and its critical resources. The Dean partners with the Assistant Head/Dean of Faculty and the Dean of Students to ensure the smooth day-to-day running of the school but will also work collaboratively with the Head.



The Dean of Academic Program and Equity oversees the academic experience of students, providing planning, resources, and day-to-day oversight directed to ensure their academic success in excellent programs. In this capacity, the Dean supervises the Director of Studies, the Academic Support Center, the Registrar, and the Scheduler.

In addition, the Dean of Academic Program and Equity will:

- Manage academic and instructional budgets in partnership with the Assistant Head/Dean of Faculty.
- Ensure that environmental sustainability is represented in the school's educational program and serve as a member of the Environmental Sustainability Steering Committee.
- Connect faculty and department chairs with outside resources.
- In partnership with the Assistant Head/Dean of Faculty, work with department heads on school academic leadership and curricula, in an academic program that includes experiential and project-based learning and a robust arts requirement.
- Represent Concord Academy at local, regional and national conferences.
- Support the recruitment efforts to diversify the faculty and staff, developing search committees and supporting anti-bias/unconscious bias training.
- With the Dean of Students, Director of Studies, and Student Support Services, coordinate student support when any issues compromise attendance and academic progress.
- In partnership with the Director of Studies, provide resources and support for families with concerns around their student's academic progress.
- Serve as academic advisor for multiple students.
- Teach a course one semester per year in the Dean's field of expertise

## QUALITIES OF THE NEXT DEAN OF ACADEMIC PROGRAM AND EQUITY

The Dean of Academic Program and Equity will need to have the unique combination of skills and successful experience in administering academic programs, rooted in equity and ensuring equitable outcomes. The ideal candidate is a seasoned DEI practitioner and strategic-thinker with a respect for rigorous academic inquiry, who is excited about building greater ties within a dynamic community that is eager to be inspired and deepen its knowledge and skills.

As CA has evolved in the work, the successful candidate needs a sophisticated and nuanced understanding of DEI issues and what it takes to advance an institution towards its aspirations with aplomb. The successful candidate will demonstrate their ability not only to generate ideas but also to put those ideas into action. As part of the senior leadership team, the Dean must display a high level of administrative, organizational, communicative, management, and interpersonal skills, all rooted in collaboration and integrity.

The school looks forward to embracing a member who will dive in and take the time to learn about the community, build relationships, listen and observe to understand and articulate opportunities for growth. A charismatic and inspiring visionary who is an excellent, honest communicator will find their voice supported at CA. The establishment of this Deanship will require patience, change-maker drive and the ability to be a “dot-connector:” one who can gather a wide-range of perspectives and bring those together to create an articulated vision. A grounding modus of the institution is to hire people who love to work with kids, see the best in them and help students recognize their own potential. Understanding the strength and power of the narrative, as well as utilizing humor, will go a long way on this campus.

## EDUCATION, EXPERIENCE & SKILLS

- Bachelor’s degree required; Master’s degree preferred.
- At least five years of experience in education, with a clear understanding of administration and management, curriculum development, and healthy school culture.
- Demonstrated ability to build collaborative working relationships.
- Training, education or background in DEI education, with experience in developing or supporting the development of inclusive communities and diversity in curricula programs.
- Ability to think innovatively and to recognize, respond to, and encourage faculty and staff innovation.
- Experience in functional leadership, training, and performance evaluation.
- Knowledge of enrollment procedures, student retention, and positive community relations.
- A fair-minded, ethical and honest demeanor to administer the code of conduct and program guidelines.
- Ability to develop and monitor budgets and maximize financial resources.
- Strong project leadership skills.

## THE SCHOOL

### Mission

We are a community animated by love of learning,  
diverse and striving for equity,  
with common trust as our foundation.

Honoring each individual, we challenge and expand  
our understanding of ourselves and the world  
through purposeful collaboration and creative engagement.

We cultivate empathy, integrity, and responsibility  
to build a more just and sustainable future.

### History

Founded in 1922 as a school for girls in grades 1-12, Concord Academy has grown in size and scope to become a coeducational day and boarding school for high school students. The school has grown from its beginnings in the Haines House to now 39 acres. Approaching its centennial, CA has revisited its mission to better reflect its aspirations for the future.

### The Students

Concord Academy students come from all walks of life and they come to CA to take advantage of the robust academic and extra-curricular opportunities the school offers. About 36% of students identify as people of color and 10% are international students. This diversity is an important hallmark of the school and provides the richness of perspective, experience and interactions that is crucial to a dynamic environment. Incredible work is happening at CA around identity development, conversations around privilege, equity and social justice (through affinity groups and the Inclusion Council, among others).



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## The Faculty

CA Faculty are experts in their field and are passionate about what they do. Faculty at CA are held in high esteem by students and alumni, whose impact on the students beyond their time at CA is undeniable. The new Dean of Academic Program and Equity will find an invested and engaged group of colleagues at CA--teachers who value their autonomy, respect academic expertise and expect a respectful and lively exchange of ideas. The faculty are eager to move as a collective towards the School's mission.

## Campus

### *Geography*

Concord is located in Middlesex County, part of the Greater Boston area, known for its historical significance in the American Revolution, and home to past and current literary giants. Today, Concord retains its small-town charm with its own theaters, unique restaurants and shops, musical and cultural life. Residents enjoy its open and green spaces and proximity to urban Boston and Cambridge.

### *Fast Facts*

*Enrollment:* 395 students; 60% day students, 40% boarding students

*Faculty:* 68

*Student-teacher ratio:* 6:1

*Average size of graduating class:* 98

*Campus size:* 39 acres

*Financial Aid:* 26% of school receiving aid;

*Average Grant for new students:* \$46,363

*Financial Aid budget:* \$5 Million



## PROCEDURE TO APPLY

Concord Academy is an equal opportunity employer and values the strength diversity brings to the workplace. We are committed to providing reasonable accommodation to applicants with disabilities.

Interested candidates should submit the following materials confidentially as one PDF attachment in one email:

- Cover letter expressing interest in the position
- Current resume
- Statement of educational philosophy and practice
- Three letters of reference

Email to Orpheus Crutchfield [orpheus@strategenius.org](mailto:orpheus@strategenius.org) and Mary Rose Fernandez [maryrose@strategenius.org](mailto:maryrose@strategenius.org) with the subject line: "Concord Academy"

## Search Calendar

Applications due:	December 18, 2019
Semifinalists interviews:	Mid-January, 2020
Finalists interviews:	Late January, 2020
Hiring announcement:	Early February 2020

