



ASSOCIATE HEAD OF SCHOOL

[Friends Seminary](#)—New York City’s oldest continually operating co-educational K-12 school, and the only Quaker school in Manhattan—is seeking an experienced institutional leader with a strong vision for innovative, values-driven academic and co-curricular programs to serve as its next Associate Head of School, effective **July 1, 2023**.

The next Associate Head will work closely with the Head of School to strengthen a school culture grounded in Quaker values and traditions, excellent academics, and outstanding programs in athletics, arts, global immersion experiences, social justice, and more. Reporting directly to the Head of School, Robert “Bo” Lauder, the Associate Head will provide supportive leadership to a talented and energetic team of program directors, division heads, and department chairs, all committed to forward-thinking innovation, while also engaging in a critical partnership with the Head of School in the School’s daily operations as it launches an historically ambitious capital campaign.

ABOUT FRIENDS SEMINARY

More than two centuries ago, members of the Religious Society of Friends (Quakers) in New York City founded a school to educate their own children. Over the years it evolved into Friends Seminary and has become a nationally recognized school that educates students of all faiths from kindergarten through twelfth grade.

Today, Friends Seminary is NYC’s oldest continuous coeducational school and distinguished by a legacy of intellectual vibrancy informed by the Quaker values of integrity, equality, simplicity, community, service, and peaceful conflict resolution.

In 2022, Friends Seminary welcomed 792 students from 105 zip codes to its community reaching a new record high in enrollment. Students are supported by 178 dedicated faculty and administrative staff members.

MISSION AND SERVICE

[Friends Seminary](#) strives to build a diverse school where students exercise their curiosity and imagination as they develop as scholars, artists and athletes. In a community that cultivates the practices of keen observation, unhurried reflection, critical thinking, and coherent expression, we listen for the single voice as we seek unity. The disciplines of silence, study, and service provide the matrix for growth: silence opens us to change; study helps us to know the world; service challenges us to put our values into practice. At Friends Seminary, education is rooted in the Quaker belief in the Inner Light – that of God in every person. Guided by the testimonies of integrity, peace, equality, and simplicity, we prepare students to engage in the world that is and to help bring about a world that ought to be.

Service is integral to Friends Seminary's educational mission, along with the disciplines of study and silence. Our Community Service Program strives to instill a sense of stewardship of school community and respect for responsibility to our urban neighborhood and beyond. By providing opportunities within the curriculum and in other relevant activities for students to witness and understand the needs of others, we hope to prepare them for a life that includes service. Our goal is to integrate knowledge and undertaking with compassion and social responsibility. Only through reflection and understanding the need to put our values into practice will students be able to grasp the importance of the gift of caring for each other, for all humanity, and for the natural world.

DIVERSITY AND INCLUSION

The Society of Friends is founded in the belief that there is that of God in every person and that truth emerges as new voices are heard and incorporated in our understanding. It functions with the belief that the quality of knowledge is enriched and deepened by welcoming people with diverse experiences of the world into its community.

An educational institution, Friends' mission is to prepare students to participate in an increasingly interdependent world and, by graduating an increasingly diverse group of students, to help build a more effective citizenry and representative leadership for the future. They aim to develop the skills and discipline necessary to communicate effectively and to learn from a rich variety of experiences and points of view. This work is central to valuing diversity, to the purpose of education and to the Quaker ideals of integrity, peace, equality, and simplicity.

In a world in which people continue to suffer profound inequalities of opportunity, Friends leads with a dedication to stretching resources and capabilities: to working to become a community more representative of the city in which it resides and to improving its ability to support a diverse student body. With energy and joy Friends is committed to struggle to bridge the gap between ideals and the possible.

STRATEGIC PLAN

Responsible planning and strong leadership in past years have bolstered the School's financial health and educational position, allowing Friends the freedom and license to think boldly about the future and assume a proactive stance that will place the School among the nation's best.

Friends' most recent strategic planning process incorporated input from School Committee members, administrators, faculty, staff, parents, students, alumni, and members of Friends' Quaker community via expansive surveys, small group discussions, and focused working groups. The outcome of these collaborations, while reflecting a broad range of community priorities, has reaffirmed Friends' commitment to the its mission and Quaker values, and led to the development of three strategic focuses:

1. [Our Educational Program](#)
2. [Our Teaching Practice](#)
3. [The Student Experience](#)

The strategic plan is largely complete, and the new Associate Head will play a critical role, with the Head and Board, in future planning.

BOARD OF TRUSTEES

The purpose of the [Board of Trustees](#) is to carry out the mission of the School by establishing policy and overseeing the operation of the School. Within that framework, policy is implemented by the Principal of Friends Seminary together with other administrators, faculty and staff. Responsibilities and duties of the Board include:

- defining the mission of the School;
- establishing policy to ensure the spiritual, educational, and financial health of the School;
- overseeing the operations of Friends Seminary, the use of its physical assets, and the use and management of its financial assets and liabilities;
- approving all matters which the Governing Board determines may have a material effect on the policies and practices of the School;
- approving the annual budget of the School including tuition and financial aid;
- approving the annual engagement of the School’s independent auditors;
- selecting, hiring, and evaluating the Head of School and setting the working conditions for this position including all compensation; can also remove from position, if necessary;
- advising, supporting, and nurturing the Head of School;
- appointing and if necessary, removing clerks, officers, and members of the Governing Board and its committees;
- carrying out an annual self-evaluation of the Governing Board; establishing a Strategic Plan periodically to further the mission of the School; and
- faithfully fulfilling the School’s obligations under the [Essential Principles, Practices and Procedures](#).

THE ROLE OF ASSOCIATE HEAD OF SCHOOL

The primary work of this position is to support the administrative functions of the School. While the School benefits from an urban campus in the Gramercy Park/East Village of Manhattan that has been largely renovated or purpose-built over the last twenty years, the new Associate Head will have the opportunity to shape, imagine, and create the space in a new building for math, science, technology, and engineering, and to inspire accelerated collaboration between and among these departments. The successful candidate will have educational leadership experience, preferably at the division head level or higher, and a clear vision for day school programming that attends to the whole child—the intellectual, physical, social, emotional, and the artistic. Overseeing the work of the Dean of Faculty and Curricular Innovation (a new K-12 position for the School), the Associate Head will encourage innovation and reflective growth among faculty and staff, as well as the ongoing pursuit of programmatic excellence. Importantly, the Associate Head will possess and convey optimism, positivity, and a sense of humor.

The Associate Head reports to Head of School [Robert “Bo” Lauder](#), who has led the School since 2002. In addition to leadership in all programmatic areas, the Associate Head is a critical thought partner to the Head of School. The position provides both immediate upper-level administrative experience and the opportunity for growth in school management under seasoned leadership in a setting that is not complacent, but always evolving.

The Associate Head’s leadership will include:

- Serving as an educational and co-curricular program leader who, along with the Head of School, manages the day-to-day life of the School;
- Providing oversight to the Dean of Faculty and Curricular Innovation and, with him/her/them, implement strategic initiatives related to curricular cohesion, pedagogical innovation, and faculty development;
- Leading operational aspects of recruitment, hiring, onboarding, and retention of faculty with an emphasis on increasing faculty and leadership diversity;
- With the Dean, strategically managing all individual and institutional professional development activities in alignment with school priorities;
- Representing the School and Head of School in a variety of public settings and on various committees;
- Meeting with the Board of Trustees;

- Overseeing academic and co-curricular program budgets;
- Serving on the Senior Administrative Committee and other groups as needed;
- Participating in negotiations between the School and the faculty union; and
- Attending to other priorities such as advancement, admissions, strategic planning, trustee initiatives, capital improvements, crisis management, and other special assignments as assigned by the Head.

OPPORTUNITIES AND CHALLENGES

In addition to providing engaged and creative academic and administrative leadership to Friends Seminary, the next Associate Head of School will embrace the following opportunities and challenges:

- **Strategic thought leadership and support for school leaders and community members:** Friends is able to accomplish its mission, and sustain an incredible educational community, so long as its people, programs, and processes are working in harmony. For faculty, staff, and administrators to make well-informed decisions about a variety of matters, they must be able to rely on the Associate Head for clear and accurate information and counsel. The Associate Head will be expected to serve as a strategic thought partner to the Head of School, school leaders, and community members in the pursuit of ensuring Friends continues to be at the forefront of its work as a Quaker educational institution.
- **Community building and engagement:** The Associate Head will build trust and unify the community prioritizing transparent, timely communications, shared decision making, and inclusive processes to cultivate a diverse and supportive community. They will work with all constituents to prioritize mutual understanding and well-being as essential to a thriving Quaker educational community. In addition, the Associate Head will constantly strive to bolster dialogue, collaboration, and innovation in pursuit of the best educational experience for students, faculty, and staff.
- **Fostering inclusive excellence and belonging:** The Associate Head must be a fierce advocate and ally in support of creating a sense of belonging for all members of the Friends community. They will help ensure that the voices of underrepresented students and employees are recognized and heard. The Associate Head will work with school leaders to continually examine and redesign policies, procedures, and services to ensure equity across student populations. The Associate Head ought to be a conversant learner and demonstrated leader in diversity, equity, and inclusion issues of ability, class, gender, race, religion, and sexual orientation.
- **Encouraging the continued evolution of teaching and learning:** Friends prides itself on a distinctive, rigorous, and holistic program of study. The Associate Head will engage the faculty community in evolving the curriculum in the newly acquired space for instruction and collaboration and increase the opportunities for deep exploration of STEM in meaningful and ways, and in co-creating and providing professional assessment and feedback models. In addition, the Associate Head will foster cross-divisional cohesion and collaboration; approach hard conversations with curiosity, empathy, and kindness; and prize clarity, communication, and accountability across constituencies.

QUALIFICATIONS AND PERSONAL CHARACTERISTICS

The most successful candidates will possess:

- Compelling experience as a school leader and teacher;
- Deep commitment to and experience in Diversity, Equity, and Belonging work, both at the institutional and personal levels;

- A proven affinity for working with faculty and the belief that learning is a lifelong process;
- A collaborative approach to leading with confidence;
- Outstanding organizational skills;
- Significant experience with and knowledge of students, their developmental needs, and the K-12 curriculum;
- Demonstrated experience as a strategic, forward-thinking, innovative academic leader;
- Flexibility, imagination, positivity, strong sense of self, and outstanding relational skills;
- Fluid and highly developed speaking and writing skills;
- A sense of humor, love of children, and high expectations for self and others;
- Experience at a Quaker school or a deep interest in the educational practices and values of the Religious Society of Friends; and
- Master's Degree or significant experience preferred.

SALARY RANGE

Starting Salary Range: \$250,000-\$300,000 (salary depending on experience); includes a generous benefits package.

APPLICATIONS AND NOMINATIONS

If you are a dynamic and visionary leader who would like to learn more about Friends Seminary, its pedagogical approach, academic rigor, strategic direction, and how an exceptional learning community makes it all happen, please confidentially reach out to any of the Storbeck Search team members listed below. A full position profile may be found [here](#).

Evaluation of candidate materials will begin immediately and continue until a permanent Associate Head of School is named. The start date for this opportunity is **July 1, 2023**. Inquiries, nominations, and applications consisting of a cover letter and résumé, may be sent in confidence to:



Staci Williams Seeley, Managing Director
Sherry Coleman, Strategic Advisor
Christopher Bernard, Search Associate
FriendsAHOS@storbecksearch.com

For more information, please visit Friends Seminary at <https://www.friendsseminary.org/>

Friends Seminary actively promotes diversity, equity, inclusion, and anti-racism in all its programs and operations, including admissions, financial aid, hiring, and all facets of the educational experience. To form a community which strives to reflect the world's diversity, we do not discriminate on the basis of race or color, religion, nationality, ethnicity, economic background, physical ability, sex, gender identity or expression, or sexual orientation. Friends Seminary is an equal opportunity employer.