



Upper School Director

Academy of Notre Dame de Namur
Villanova, Pennsylvania



Introduction

For a position to begin July 1, 2022, the Academy of Notre Dame de Namur seeks an experienced and engaging Upper School Director. Notre Dame is an independent, college-preparatory, Catholic all-girls' day school that was founded in 1856 by the Sisters of Notre Dame de Namur. Enrolling 550 young women in grades 6-12, Notre Dame is dedicated to teaching young women "what they need to know for life" in preparation for responsible living in a global society.

The Upper School has a dedicated and accomplished faculty, an intellectually curious student body, and a rich array of programs that celebrate and support excellence in STEM fields, the arts, athletics, community service, campus ministry, and global education. Every year, Notre Dame alumnae are welcomed by an impressive array of colleges and universities, including some of the nation's finest.

The Upper School Director, a key senior administrator reporting to Head of School, Dr. Laura Hotchkiss, will be responsible for providing pedagogical expertise and curricular oversight; hiring and mentoring faculty through a comprehensive evaluation and professional development program; and working closely with the Academy's leadership team to realize the school's ambitious, five-year strategic plan: **A Future of Promise**.

This is an exciting leadership opportunity for a dynamic and thoughtful educator who will mesh with Notre Dame's unique culture and extend the school's tradition of academic excellence. The successful candidate will be a strategic thinker who enthusiastically guides and challenges both students and faculty to become passionate learners and global citizens.

Please visit the Notre Dame website for more information about the school's philosophy, history, programs, campus, and people: **<https://www.ndapa.org/>**.

Overview

MISSION – *The Academy of Notre Dame de Namur, a Catholic, independent, college-preparatory school, commits itself to the education of young women of grades 6 through 12 for responsible living in a global society.*

Rooted in the faith tradition of the Catholic Church and the charism of Saint Julie Billiart, Notre Dame provides its students a challenging academic curriculum with a rich spiritual community in order to:

- inspire them to live the prophetic nature of the gospel with a passion for justice and love for the poor;*
- enable them to develop the skills and desire necessary for lifelong learning; and,*
- empower them to be honorable, compassionate leaders.*

HALLMARKS – *The Notre Dame de Namur Learning Community Hallmarks ensure the school's community, programs, and vision are aligned with the spiritual beliefs and mission of the Sisters of Notre Dame de Namur. The seven hallmarks are:*

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| <i>1. We proclaim by our lives even more than by our words that God is good.</i> | <i>4. We commit ourselves to community service.</i> |
| <i>2. We honor the dignity and sacredness of each person.</i> | <i>5. We embrace the gift of diversity.</i> |
| <i>3. We educate for and act on behalf of justice and peace in the world.</i> | <i>6. We create community among those with whom we work and with those we serve.</i> |
| | <i>7. We develop holistic learning communities that educate for life.</i> |

DIVERSITY STATEMENT – *Notre Dame honors the gift of diversity. We recognize and celebrate all aspects of our dynamic community. As part of our commitment to preparing young women for global citizenship, we educate for both scholastic achievement and social consciousness. We dedicate ourselves to sustaining a community that is transparent, socially just, and richly diverse and inclusive. At Notre Dame, we believe every student should be seen, heard, and valued.*



ENROLLMENT – 550 students total, with 415 in the Upper School (grades 9–12)

FACULTY – In total, Notre Dame employs 56 teaching faculty, 82% of whom have earned advanced degrees. The school’s student-teacher ratio is 9:1.

TUITION & FINANCIAL AID – The 2021–2022 tuition for an Upper School student at Notre Dame is \$27,800. This year, Notre Dame awarded need-based financial assistance to 29% of its students. Notre Dame also awards general merit-based scholarships based on academics, and specialty scholarships for girls who demonstrate outstanding achievement or potential in a number of fields, including global citizenship, STEM fields, the visual and performing arts, and character and leadership.

ACCREDITATION & MEMBERSHIPS – The Academy of Notre Dame de Namur is accredited by the Pennsylvania Association of Independent Schools (PAIS) and the Middle States Association of Schools on Elementary and Secondary Schools (MSA). The school is a member of the National Association of Independent Schools (NAIS), the National Catholic Education Association (NCEA), and the National Coalition of Girls’ Schools (NCGS).

ACADEMIC PROGRAM – The Upper School curriculum and many of its distinctive programs – including the Senior Capstone Project, Independent Research Programs, the Center for Global Leadership, and Scholar Programs – are well summarized in [**Notre Dame’s 2021–2022 School Profile**](#).



The Position

Reporting to the Head of School, the Upper School Director will serve as a key member of Notre Dame's leadership team, contributing to the strategic priorities of the school while leading the faculty and staff of the school's upper division. The Director will manage the day-to-day operations of the Upper School. They will guide and support all curricular and co-curricular programs in the division to create a mission-aligned, student-centered learning environment. The scope of the position is outlined in the following job description, provided by the school.



CORE RESPONSIBILITIES

- *Maintains congruence between the Academy's board-approved mission statement and all activities of the division.*
- *Serves as the educational leader of the Upper School, responsible for its day-to-day academic operations.*
- *Supports Upper School teachers in matters of pedagogy, curricular development, classroom management, and overall school procedures.*
- *Leads, guides, and directs all Upper School co-curricular activities, including all student events and programming.*
- *Assesses and supports the educational, physical, social, and psychological needs of the Upper School student body.*
- *Articulates the division's programs and expectations both internally and externally, confidently representing the Upper School to all constituencies, including current and prospective families, alumnae, and Board members.*
- *Oversees and maintains the budget for the division.*
- *Performs other duties as assigned by the Head of School.*

SHARED RESPONSIBILITIES

In partnership with the Middle School Director, the Upper School Director will share responsibility for:

- *Ensuring that teachers are familiar with and adhere to school policies as outlined in the Parent/Student Handbook, Faculty Policies and Procedures, and Honor Code.*



- *Maintaining complete academic, disciplinary, and attendance records for all students in the division.*
- *Making recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.*
- *Collaborating with Department Chairs, the Registrar, and the Director of Information Resources and Technologies in facilitating course sign-ups, approvals, sectioning, and the building of the academic schedule.*
- *Overseeing cross-campus scheduling, including (but not limited to) academic courses, co-curricular events, Back to School Night, Parent/Teacher Conferences, and exams.*
- *Conducting grade- and division-level meetings with faculty.*
- *Overseeing administration of all student grading programs in collaboration with the Director of Information Resources and Technologies.*
- *Maintaining and communicating a weekly calendar of academic and co-curricular activities.*
- *Collaborating with the Director of Campus Ministry, the Director of Diversity, Equity and Inclusion, and Student Council Advisors in planning school-wide and division-specific activities.*



- *Partnering with Admissions and Enrollment Management in welcoming prospective students and families, including interviewing candidates, developing programming, and hosting events as needed.*
- *In collaboration with the Middle School Director and Department Chairs, leading the Education Council in the articulation of division and department goals, course objectives, materials, methods, and means of assessment.*
- *In collaboration with the Middle School Director, establishing programs for the orientation and mentoring of new teachers and the ongoing growth and evaluation of faculty.*
- *Coordinating and leading Student Orientations each fall.*



Who Should Apply

To lead its Upper School, Notre Dame seeks a talented educational leader and an effective administrator who is equally at ease working with students and adults. Teaching and administrative experience are essential; administrative work should have been at least at the level of dean or department head, and experience with budgets, strategic planning, teacher mentoring and evaluation, curriculum development, student life and activities, and management of complex processes will be particularly relevant. The ideal candidate will have most or all of the following qualities and qualifications:

QUALIFICATIONS

- Substantial leadership experience in an independent school setting, including personnel management.
- Strong academic credentials, including an advanced degree.
- Experience working in an inclusive, faith-based community – a leader who will embrace and promote the Catholic values of Notre Dame.
- An abiding belief in the power of single-sex education and a genuine enthusiasm for working with adolescent girls.



- A high degree of cultural competence and a demonstrated record of support for DEI initiatives.
- A nuanced understanding of how to balance divisional priorities with those of the whole school.

PROFESSIONAL QUALITIES

- Proactive and self-motivated.
- Collaborative and ready to pitch in whenever and wherever necessary.
- Unafraid of difficult conversations.
- Decisive and fair-minded.
- Superior judgment, especially in ambiguous, dynamic situations.
- Outstanding interpersonal and communication skills.
- Creative and innovative; solution-oriented and entrepreneurial.
- Organized and efficient; attentive to key details.
- Confident yet humble; able to hold their own with a strong faculty and a demanding parent body.
- A passion for the arts, service learning, STEM teaching, and global education.
- A dynamic presence who is eager to serve as an ambassador for Notre Dame and its Upper School.



PERSONAL QUALITIES

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| - Authentic, warm, and approachable. | - Resilient and optimistic. |
| - Calm and confident. | - Intelligent and curious. |
| - Unfailing moral integrity. | - Energetic and inspiring. |
| - A sense of humor. | - An active and committed Catholic. |

The Search Process

Butler/White strategies is partnering with Notre Dame and its Head of School, Laura Hotchkiss, to lead the recruitment and selection process for this opportunity. Jo Butler is leading the search on behalf of the firm.

This is an expedited search. To nominate a colleague, interested parties should email Jo Butler (jo@butlerwhite.com). To express a personal interest in this opportunity, prospective candidates should email Jo **as soon as possible** and include a current resume with their message.

To formalize their application and ensure full consideration, candidates should send:

- a **cover letter** expressing their interest in the position and outlining their professional strengths;
- a list of **five professional references** (preferably in a separate document);
- a **statement of educational philosophy**; and,
- any **additional materials** that might help the committee better understand relevant aspects of their candidacy and potential fit with Notre Dame.

All inquiries and nominations are confidential. No references will be contacted without the permission of the applicant. Introductory materials sent to Butler/White will not be shared with Notre Dame without the candidate's consent.

The review of applications will begin immediately. For priority consideration, candidates should submit their materials as soon as possible and no later than **5:00 p.m. EST on Friday, November 19**. Applications will be considered on a rolling basis through Friday, December 3.

Interviews will be conducted by the school starting in early December. An appointment is expected by the end of the calendar year or shortly thereafter. This calendar is subject to change based on the dynamics of the search and the best interests of Notre Dame.

Butler/White will update all applicants of their status as the search unfolds.



**Butler/White
Strategies**

This document was written by Butler/White Strategies and approved by the Academy of Notre Dame de Namur. Data, images, and editorial support were provided by the school.