

ASSOCIATE HEAD OF SCHOOL SEARCH

BALDWIN SCHOOL

Bryn Mawr, Pennsylvania

baldwinschool.org

Start Date: July 2025

Baldwin

A Pre-K – Grade 12 School for Girls



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

The Baldwin School, an independent college preparatory school, develops talented girls into confident young women with vision, global understanding, and the competency to make significant and enduring contributions to the world. The School nurtures our students' passion for intellectual rigor in academics, creativity in the arts and competition in athletics, forming women capable of leading their generation while living balanced lives.

At a Glance



Established
1888



Enrollment
568



Total faculty
99



Endowment
\$37.6M



Students of color
49%



Financial aid awarded
\$3.5M



Faculty with advanced degrees
80%



Campus size
25 acres

Lower School enrollment: 201

Middle School enrollment: 139

Upper School enrollment: 228

Zip codes represented: 76

Students receiving aid: 28%

Annual operating budget: \$23.3M

Athletic teams: 16

Clubs and activities: 45



Overview

A PreK-12 all girls community on Philadelphia's mainline, The Baldwin School is dedicated to a tradition of excellence in education. In a nurturing atmosphere that reflects socioeconomic, ethnic, and religious diversity, Baldwin's nearly 600 students develop scholarship, leadership, and citizenship within a community that emphasizes intellectual rigor, ethical integrity, and independence of thought. The Baldwin School fosters confident and resilient learners who take pride in their work and are eager to apply their learning in the world beyond Baldwin's campus. Deeply invested in how girls learn best, Baldwin is intentional in helping every girl to reach her full potential. The sense of community and connection is palpable, and the Baldwin sisterhood is one of bonds that last a lifetime.

Founded in 1888 by Miss Florence Baldwin as "Miss Baldwin's School for Girls," the school has flourished for more than 135 years. Baldwin offers a rich curriculum that emphasizes interdisciplinary studies and real-world problem solving in state-of-the-art facilities, and students are mentored and taught by an exceptional faculty, who challenge their students as thinkers, leaders, and community members. Adults and students alike are excited about learning and continually push each other to be better. Grounded in a rich history and meaningful traditions, Baldwin is also a place where new perspectives are welcomed and embraced and where growth and change are a natural part of the culture.

The inaugural Associate Head of School will serve as a close partner to the Head of School, [Lynne Macziewski](#), who joined Baldwin as the ninth Head of School in July 2023. The Associate Head will be an active and visible presence on campus and will play a critical role in the day-to-day operations of the school, as Baldwin delivers on its mission to develop talented girls into confident young women. The Associate Head will join a highly functional, driven, and collaborative senior administrative team and will serve as a critical partner to the Head of School, especially as the school embarks on its next strategic planning process.



Associate Head Roles and Responsibilities

The Associate Head will work collaboratively with all constituents at Baldwin to enhance the school's ability to deliver on its mission by nurturing the school's diverse and inclusive community of learners and fostering the academic, artistic, athletic, and personal development of each student. In partnership with the Head of School, division heads, and other senior administrators, the Associate Head of School will be a highly visible presence in the school, helping to shape the day-to-day implementation of the school's philosophy, long-term planning, curricular design, and strategic initiatives to advance the school's mission and achieve operational, strategic, and educational goals. Because this is a new position, the incoming Associate Head will have the opportunity to shape the role in close partnership with the Head of School. Core responsibilities are likely to include:

- Serving as a strategic thought partner to the Head of School and participating as a collaborative and engaged member of the senior administrative team;
- Designing and refining systems, processes, and structures that will facilitate a more cohesive and consistent student experience in PK-12 curricular and co-curricular programs;
- Working in partnership with faculty and academic leadership to further develop and refine the curriculum and pedagogy, to ensure it is both relevant and innovative;
- Helping the school to move forward in its strategic initiatives, by carefully balancing a rich history and tradition with a commitment to evolving best practices and openness to new ideas;
- Coordinating cross-divisional professional development programs;
- Maintaining a strong presence in all areas of the school, keeping the Head informed of the general programs, activities, challenges, and opportunities of the school;
- Serving as a liaison for parent concerns and communication as needed;
- Serving as administrative liaison to Board Committees, as directed by the Head of School;



- Attending to the needs of the school in the absence of the Head and representing the Head of School as necessary at Baldwin meetings and functions and in other engagements outside of the immediate Baldwin community;
- Providing leadership and support to the Strategic Planning and Accreditation processes as needed; and
- Supervising and supporting direct reports, including PK-12 department chairs, as determined in consultation with the Head of School.

Qualifications and Personal Attributes

The Associate Head will bring an impressive record as an educator and a community builder who has previously served in roles of considerable responsibility. The most competitive candidates will offer most or all of the following qualifications and qualities:

Professional Qualifications

- Nuanced understanding of the academic, student life, and operations dimensions of a multi-division independent school and particular alignment with Baldwin’s commitment to educating young women;
- Experience as a curricular leader and deep knowledge of current best practices and innovation in curriculum, pedagogy, and student life, preferably across multiple school divisions;
- Strong interpersonal skills and the ability to communicate orally and in writing with inspiration and clarity to both internal and external audiences;



- The ability to articulate vision and strategy, the tactical skills to deftly manage the systems and processes necessary to implement strategy, and the organizational fluency to manage multiple streams of information and respond to situations as they emerge;
- Personal and professional commitment to diversity, equity, and inclusion and the requisite skillfulness to support student and faculty growth in this area and to facilitate critical conversations in the design of ever-more inclusive curriculum and programs;
- Experience recruiting, hiring, supporting, retaining, and leading talented, diverse, and mission-aligned faculty;
- A history of thoughtful innovation moderated by a skillful and sensitive approach to change;
- The ability to navigate complexity, in part through effective prioritization, delegation, and management of systems; and
- Classroom teaching experience and a track record of supporting and developing teaching faculty.

Leadership Style and Personal Qualities

- Commitment to hard work and creative problem solving while demonstrating humility and a commitment to personal growth and learning from and with one's colleagues;
- A spirit of curiosity that fuels the pursuit of evolving best practices and current research on curriculum and pedagogy;
- The curiosity, confidence, and humility to advocate for new ideas, invite disagreement, and welcome feedback, engaging in challenging conversations with grace;
- Eagerness to engage actively with students and faculty and willingness to prioritize visibility amidst the demands of a busy professional schedule;
- A commitment to excellence, an indefatigable work ethic, and experience prioritizing and managing unexpected interruptions;
- Reflective and thoughtful, upholding the highest levels of integrity; and
- Warm, supportive, and relational, with a style grounded in approachability, transparency, and responsiveness.

Learn More

Click on the links below to learn more about Baldwin School.

[School Website](#)

[School Profile](#)

[School History](#)

[Head of School](#)

[Why an All-Girls School](#)

[Haverford School, Baldwin's "brother school"](#)

[Diversity, Equity, and Inclusion](#)

[About Bryn Mawr, Pennsylvania](#)

[Strategic Initiatives](#)

[About Philadelphia, Pennsylvania](#)

To Apply

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

- A cover letter expressing interest in this particular position
- A current résumé

As the process moves forward, selected candidates may be asked to submit:

- Responses to writing prompts specific to this search
- 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)

Candidates are invited to contact the consultant in confidence and to submit a résumé and cover letter as soon as possible to:

Marsha Little

Senior Consultant, Director of Professional Learning and Growth
marsha.little@carneysandoe.com