

ASSOCIATE HEAD OF SCHOOL SEARCH

BERKSHIRE SCHOOL

Sheffield, Massachusetts

berkshireschool.org

Start Date: July 1, 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Rooted in an inspiring natural setting, Berkshire School instills the highest standards of character and citizenship and a commitment to academic, artistic, and athletic excellence. The Berkshire community fosters diversity, a dedication to environmental stewardship, and an enduring love for learning.

Core Values

Curiosity • Integrity • Respect • Inclusion • Perseverance • Resilience

Motto

Pro Vita Non Pro Schola Discimus, “Learning—Not just for school but for life.”

At a Glance

Berkshire is centrally located approximately 2 ½ hours from Boston and New York City and 1 ½ hours from Albany, NY, and Harford, CT. The 400-acre campus is located at the base of Mount Everett (2,624 ft.) in Sheffield, Massachusetts, in the heart of the Berkshire Hills, a popular tourist destination for world-renowned arts and culture and spectacular nature.



Established
1907



Enrollment
430



Total Faculty
102



Student-faculty ratio
4:1



Students of color
28%



Financial aid awarded
\$5.8M



Faculty with advanced degrees
67%



AP Courses
16

Boarding Students: 87%
States Represented: 30
Countries represented: 39
International Students: 18%

Financial aid budget: \$5.8M
Students receiving aid: 25%
Endowment: \$195M
Annual operating budget: \$29.4M



Overview

Berkshire School is a coeducational boarding and day school for students in grades 9-12 and post-graduates. One of the finest of its kind in the country, Berkshire's commitment to lifelong learning stretches across all aspects of its offerings—academics, arts, athletics, and campus life—and has led to achievement in every corner of campus.

By design, every student makes an impact at Berkshire. No student is anonymous. Everyone knows everyone—from faculty and staff to new students and graduating seniors. Their enrollment of 430 students is a sweet spot for Berkshire's model and culture, allowing them to cultivate an exceptionally affirming and close-knit residential community. From the foundation of being known well, their students build confidence, which enables them to strive, take risks, and reimagine their potential in all areas of their development.

Berkshire is characterized by a deep commitment to students both in and out of the classroom. Faculty are fully engaged in all aspects of students' lives and meaningful relationships between faculty and students are a defining aspect of the Berkshire experience. All of Berkshire's constituencies work hard to build an environment that is competitive and compassionate, confident and humble, purposeful and agile.

Berkshire School has had a tremendous decade of growth. Among its assets include an elevated presence on the boarding school stage and impressive increases in student applications and enrollment; improved facilities to support best-in-class teaching, learning and athletics; the gift of striking views of the Berkshire mountains; and boasts a soon-to-be completed student center for the community to come together. What makes Berkshire, Berkshire, is the simple notion that at the center has been and will continue to be the students and the community of adults who care for them and live side by side through this dynamic time of life.



Academics

Berkshire’s academic program teaches students for life, providing them with the tools necessary to excel—academically and personally—in college and preparing them to become successful adults. Teachers harness students’ intellectual curiosity and extend the classroom with access to state-of-the-art technology. In all classes and across all disciplines, students master critical thinking, creativity, collaboration, and communication—skills that will help them become productive members of the school community and meaningful contributors to the extended global community.

Berkshire’s state-of-the-art facilities and an expansive selection of classes and programs complement its small class sizes and close faculty relationships, offering the advantages of large, well-endowed schools and small, close-knit ones. Students pursue a wide array of courses in art, English, history, language, math, and science. In language courses—including Chinese, French, Spanish, and Latin—they prepare students to live and thrive in a rapidly changing world. The LEED Gold certified Morgan-Bellas-Dixon Math and Science Center provides students with state-of-the-art technology, such as 3D printers, an electron microscope and an aviation flight simulator allowing them to gain hands-on experience in a first-rate research environment comparable to the country’s top research facilities.

Berkshire’s Signature Programs—Advanced Math/Science Research, Advanced Environmental Science Research, Advanced Humanities Research, Pro Vita Winter Session, and Ritt Kellogg Mountain Program—are all designed to expand minds, provide real-world experiences, and help distinguish students in an increasingly competitive college process.

Associate Head Roles and Responsibilities

The search for a new Associate Head comes at a moment when the energy and coherence of Berkshire are palpable. The new Associate Head will step into a strong leadership team with a broad and deep range of school experiences. The mix of those who hold long institutional knowledge blends well with those joining the group more recently, brings a healthy intermingling of tradition and innovation. The group works and lives in community together, giving them the opportunity to understand the whole student, faculty and staff experience and make decisions with a well-informed backdrop of knowledge.



The Associate Head will work collaboratively with all constituents to enhance the School's ability to deliver on its mission by nurturing Berkshire's diverse and inclusive residential community of learners and fostering the academic, artistic, athletic, and personal development of each student. In partnership with the Head of School, 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, residential program, and strategic initiatives to advance the School's mission and achieve operational, strategic, and educational goals.

Particular elements of focus for the Associate Head's work will be to:

- Serve as a strategic thought partner to the Head of School;
- Amplify the interconnectedness of the various elements of the school: academics, co-curricular, residential to maximize the impact of the experience;
- Co-create a vision for talent management and workplace culture to continue to attract, maintain and grow programs and support so that Berkshire is a destination of choice for top talent;
- Provide leadership and support to the Strategic Planning and implementation of the Accreditation recommendations as needed;
- Serve as administrative liaison to Board Committees, as directed by the Head of School;
- Support external engagement for Berkshire's admissions, parent, alumni, and fundraising efforts;
- Provide thoughtful counsel to the faculty and staff to support their ability to engage with the students in the most powerful, nurturing, and impactful ways;
- Partner with the Administrative Leadership teams to ensure structures, strategies, and systems support the full experience of Berkshire students;
- Oversee faculty recruiting and hiring efforts with the support of the hiring team: Director of Athletics, Dean of Diversity and Inclusion, Dean of Faculty, Dean of Students, Dean of Academics, Head of School;
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- Oversee faculty teaching, coaching, and dormitory or duty assignments with the support of the Dean of Faculty, Dean of Academics, Dean of Students, Director of Athletics, and Head of School;
- Reinforce and enhance Berkshire's connection to equity, inclusion and belonging in all aspects of school life;
- Serve as a liaison for parent concerns and communication as needed;
- Supervise and support direct reports 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 the following qualifications and qualities:

Professional Qualifications

- Understanding and demonstrated experience supporting the boarding experience of students and employees;
- 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;
- Nuanced understanding of the interconnectedness of academic success, athletic/artistic engagement, and residential life in supporting the health and well-being of students;
- Exceptional interpersonal skills and the ability to communicate with inspiration and clarity across a wide range of audiences;
- Personal and professional commitment to diversity, equity, inclusion, and belonging and the requisite skillfulness to support student and faculty growth in this area and to facilitate critical conversations in the design of more inclusive curriculum and programs;
- Deep knowledge of current best practices and innovation in supporting the health and well-being of students;
- Experience recruiting, hiring, supporting, retaining, and leading talented, diverse, and mission-aligned faculty;
- The ability to stabilize community in the face of crisis and the unexpected;
- Master's Degree (or higher) in a relevant educational or leadership field.

Leadership Style and Personal Qualities

- A love and appreciation of adolescents;
- The gift of empathy mixed with the gift of honest feedback;
- Commitment to hard work and creative problem solving;
- Finding joy and fulfillment in both the challenges of managing a complex school, alongside the “small things”, like watching a student performance and sharing Sunday brunch with a colleague and their family;
- The 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, faculty and staff and willingness to prioritize visibility amidst the demands of a busy professional schedule.

Learn More

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

[School Website](#)

[Diversity and Inclusion](#)

[School History](#)

[College Matriculation](#)

[Virtual Campus Tour](#)

[The Bear's Den](#)

[Strategic Plan](#)

[About Sheffield, Massachusetts](#)

To Apply

Berkshire School strives to create a global community for students and adults that reflects the world around them and the backgrounds, experiences, identities, genders, perspectives, races, religions, and talents that each member brings to their school. They believe that a diverse and inclusive community supports and respects all cultures, ethnicities, languages, philosophies, political views, and sexual orientations that exist within and beyond their school.

Interested candidates should submit electronically in one email and as separate PDF documents the following materials:

- A cover letter expressing interest in this 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 consultants in confidence and to submit a résumé and cover letter as soon as possible to:

Heather Flewelling

Consultant, Chief Talent Officer

heather.flewelling@carneysandoe.com

Lisa Parsons

Search Consultant

lisa.parsons@carneysandoe.com