



# CANTERBURY SCHOOL

## DEAN OF ACADEMICS CANTERBURY SCHOOL – NEW MILFORD, CT

July 2025

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### Summary

The position is a full-time 12-month position and reports directly to the Associate Head of School. Our leadership team is growing, and we are looking for an experienced educational leader to join our team as the Dean of Academics. The Dean of Academics will work closely with Canterbury's Director of Studies and Director of Curriculum to cultivate a thriving student and faculty culture focused on belonging and a love of learning. The Dean of Academics will have an integral role at Canterbury both instructionally and culturally while responsible for creating an environment that delivers quality instruction, develops teachers, and enables students to grow each academic year.

The next Dean of Academics will work in partnership with the Associate Head of School for Student Life and the Director of Athletics to support an academically rigorous and focused learning environment on a boarding school residential campus. In collaboration with the Dean of Faculty, the Dean of Academics will serve as a model for all teaching faculty bringing a proven track record of student achievement and an enthusiasm for developing fellow teachers and department chairs with patience, empathy, care, and optimism.



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An ideal candidate for this role is an educational leader who is passionate and committed to immersing themselves in school culture to promote learning while supporting the unique developmental needs of adolescents. The most successful members of Canterbury's academic team are self-starters who are always looking for ways to improve and are excited about taking on new projects and challenges.

### Essential Functions and Responsibilities

- Support and collaborate with the Student Life Office on campus Diversity, Equity, and Inclusion initiatives and programming.
- Facilitate collaboration with the Director of Studies and the Donovan Center for Learning around culture, student achievement and family communication.
- Teach one section, coach one afternoon season (fall, winter or spring), and serve as a weekend Administrator on Duty (AOD).
- Maintain an **active** and **proactive** presence across all academic departments:
  - Mentoring, guiding, and evaluating Department Chairs
  - Consistently learning and sharing best practices for student engagement and achievement
  - Observing faculty in the classroom to provide insightful feedback around student engagement, class culture and learning
  - Holding oneself and our community accountable to a commitment to adolescents with an ability to lead crucial conversations
  - Participating in and leading professional development around school-wide goals and cultural/instructional areas of development
  - Supporting the Director of Studies with course selection and placement
  - Supporting the Director of Studies, Registrar, and Director of Curriculum in the building of the Master Schedule
  - Supporting the Dean of Faculty and Assistant Dean of Faculty with New Faculty Orientation and mentorship
  - Supporting the Director of Curriculum with the annual Department Chair Retreat
  - Partnering with the Director of Curriculum on initiatives and graduation requirements



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## Skills and Experiences

- Experience managing adults; goal-setting, providing meaningful feedback, and setting professional development plans;
- Commitment to the belief that outstanding school leaders, staff, and teachers can achieve excellent outcomes for all students;
- Ability to multi-task and work within an ever-changing and fast moving environment, while driving toward clarity and solutions;
- Strong organizational skills; extremely careful attention to detail and follow-through;
- Strong analytical and problem-solving skills;
- Ability to work well in a team;
- Excellent written and oral communication skills; and
- Ability to create, monitor and maintain systems that enhance organizational efficiency.

## Specific Ownership and Responsibilities

- Canterbury Academic Policies;
- Academic Day Schedule;
- Member of the grade review team;
- Canterbury Honor Code;
- Oversee the Testing Coordinator (e.g., AP, SAT, preACT, PSAT administration) and SSD Coordinator;
- Support the Registrar with the annual final exam schedule;
- Academic Celebrations (e.g., Honor Society Reception, Underform Awards Assembly, Sixth Form Awards Assembly, Baccalaureate, Commencement);
- Address parental concerns as needed;
- In collaboration with the Director of Curriculum, review course offerings and program of studies.

## Represent the School at public functions

- Admission Events (e.g., panels, consultant visits, etc.)
- Registration and Orientation

## Expectations for Regular Meetings

- Member of the Administrative Team
- Member of the Academic Committee
- Member of the Sixth Form Project Committee



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- Weekly: Guidance Advisory Board (GAB), Director of Studies, Director of Curriculum, Dean of Faculty
- Weekly: Associate Head of School
- Monthly: Registrar, Director of Curriculum and individual Department Chairs, Director of the Donovan Center for Learning

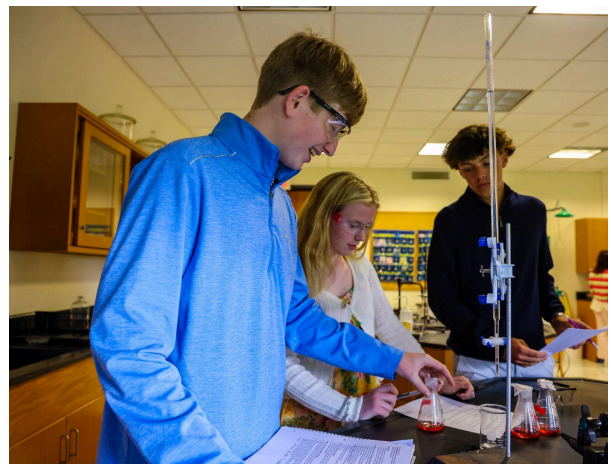
### Working Environment

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events.
- The environment is dynamic and fast-paced with frequent interruptions, multiple distractions, and changing priorities.
- This position is primarily an administrative position performing duties in a typical office setting and thus is exposed to minimal adverse working conditions.

### NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*Canterbury School, in the treatment of employees and applicants for employment, is committed to a policy of equal opportunity and non-discrimination. To learn more about Canterbury’s efforts to maintain a diverse and inclusive community, please visit our website.*



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## To Apply

Interested and qualified candidates should submit, and as separate documents, the following materials:

1. Current resume, including phone number and email address
2. Cover letter stating interest in and qualifications for the position
3. An educational philosophy statement
4. A list of five professional references with name, relationship, phone number, and email address

To John Faubert ([jfaubert@carneysandoe.com](mailto:jfaubert@carneysandoe.com)), and Sabrina Zurkuhlen ([Sabrina.zurkuhlen@carneysandoe.com](mailto:Sabrina.zurkuhlen@carneysandoe.com)). Please do not contact the school directly.



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