

# COMPUTER SCIENCE AND INNOVATION DEPARTMENT CHAIR SEARCH

**PRINCETON DAY SCHOOL**

Princeton, New Jersey

pds.org

Start Date: July 2025



PRINCETON DAY SCHOOL



**Carney  
Sandoe**  
& ASSOCIATES

CARNEYSANDOE.COM

# Mission Statement

Princeton Day School nurtures the mind, the body, and the character of each student.

## At a Glance



Established  
**1965**



Total enrollment  
**963**



Financial aid awarded  
**\$6.5M**



Student-faculty ratio  
**8:1**



Students of color  
**60%**



Total faculty  
**140**



Faculty with advanced degrees  
**77%**



Campus size  
**106-acres**

Upper School enrollment: 427

Middle School enrollment: 301

Lower School enrollment: 235

Faculty of color: 23%

Students receiving aid: 25%

Endowment \$74.8M

Annual operating budget \$37M

Seniors attending four-year college: 100%

AP courses offered: 17

Number of athletic teams: 25 sports, 74 interscholastic teams



## Overview

While its roots date to 1899, Princeton Day School was founded in 1965, the result of the merger of Miss Fine's School and Princeton Country Day School. PDS is remarkable for the breadth and quality of its programs, the strength and dedication of its faculty and administrative team, its facilities and the beauty of its campus, and its strong and inclusive community. In a crowded and competitive independent school market, PDS has established itself as a home to a diverse student population who explore their interests through an expansive academic and co-curricular program and where rigor is balanced with support and care.

Princeton Day School is seeking an experienced PreK-12 Computer Science and Innovation Department Chair to lead the PreK-12 Computer Science and Innovation Department beginning in the 2025-26 school year. This role combines leadership of Princeton's integrated computer science curriculum with oversight of the STEAM initiatives across three divisions.

Reporting to the Associate Head of School and Academic Dean, the Chair will provide leadership in several key areas: curriculum development and implementation across all divisions; supervision and mentoring of faculty in Lower, Middle and Upper Schools; management of three state-of-the-art STEAM Centers equipped with digital fabrication tools; teaching of 3 courses to maintain direct connection with students; and development of community partnerships to enhance our program's reach and impact.

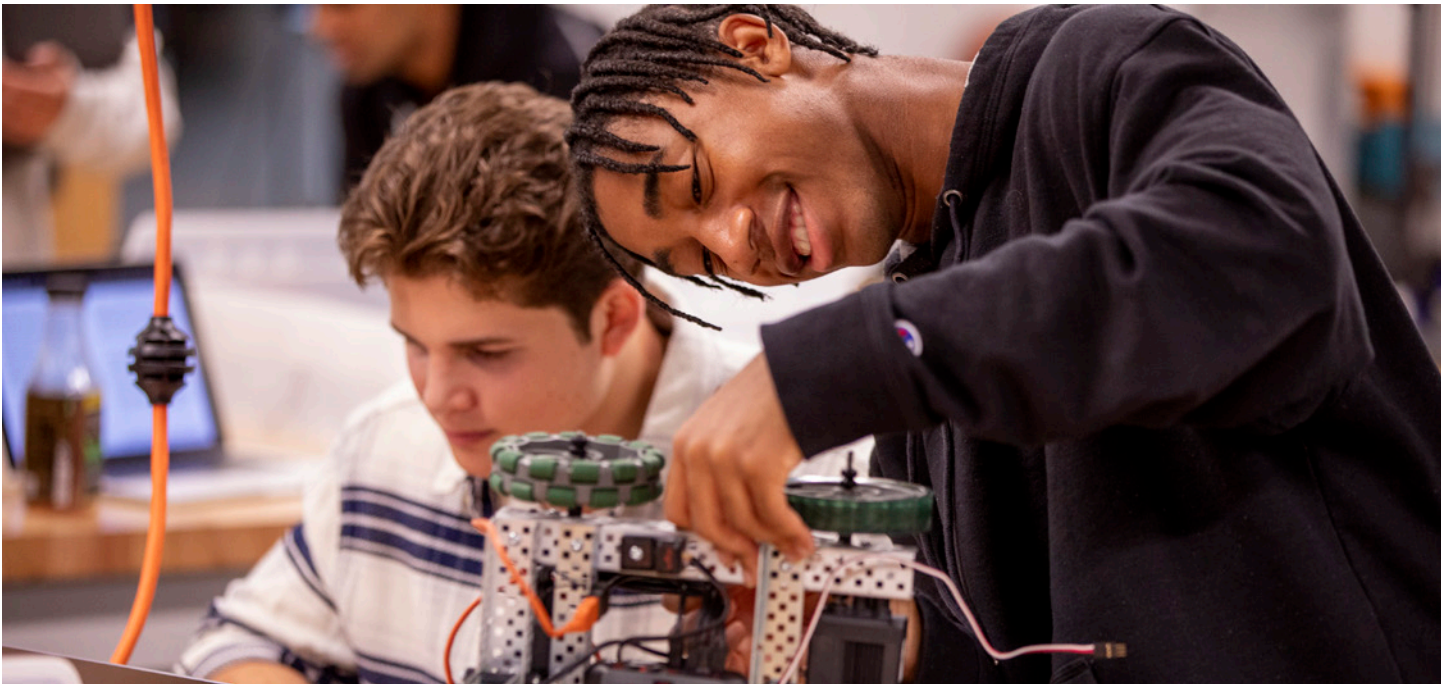
## Opportunities and Challenges

Department Chairs have three primary areas of responsibility: facilitating the professional growth of their faculties; exercising curricular leadership; and performing managerial functions necessary for the efficient operation of each Department.

Specific responsibilities of the Department Chair include:

### **Faculty Professional Growth and Development**

- Conduct regular classroom observations and provide constructive feedback
- Mentor faculty in developing innovative teaching practices
- Lead the formal evaluation process in partnership with Division Heads
- Establish department-wide expectations for teaching and assessment



### **Curricular Leadership**

- Design and implement innovative PreK-12 computer science programs
- Oversee extracurricular activities, including robotics and engineering initiatives
- Manage STEAM Center resources (3D printers, laser cutters, CNC equipment)
- Build and maintain community partnerships for enhanced learning opportunities
- Supervise independent student projects in STEAM disciplines
- Assists with the development of Artificial Intelligence curriculum

### **Managing the Day-to-Day Functioning of the Department**

- Attend Department Chair meetings
- Develop and oversee department budget and resources
- Coordinate course scheduling and student placement
- Collaborate with division heads on staffing decisions
- Lead regular department meetings and contribute to school-wide initiatives
- Manage technology resources and equipment

## **Qualifications and Personal Attributes**

The successful candidate will bring expertise and experience that spans both educational leadership and technical knowledge, including:

- A Master's degree in a STEAM-related field
- 5+ years of teaching experience with demonstrated success in curriculum development
- Proficiency with digital fabrication tools and technology
- Proven ability to mentor faculty and build consensus
- Strong creative, interpersonal and organizational skills
- An authentic commitment to diversity, equity, and inclusion

# Learn More

For more information about Princeton Day School, please explore the [school's website](#).

## About Princeton, New Jersey

PDS is strongly connected to and well-known within the Princeton area. The town is an ideal place to live and work, given its educational, cultural, athletic, and outdoor offerings. It is home to a range of colleges and universities and corporations, and there is a strong sense of intellectual and cultural diversity within Princeton and the PDS community. Philadelphia and New York City are easily reachable via public transportation. [More information about Princeton can be found here](#).

## To Apply

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

- A cover letter expressing their interest in this particular position;
- A current résumé;
- 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) to:

### **Scott Roy**

Chief Technology Officer  
scott@carneysandoe.com

*Princeton Day School is the region's premier independent day school for students from Pre-K through Grade 12. We aspire to create a diverse, equitable and inclusive community in which all members are seen, challenged, affirmed, respected, and valued. Nestled on a picturesque 106-acre campus just two miles from Downtown Princeton and with a history dating back to 1899, PDS provides students with unparalleled opportunities for discovery, exploration and innovation and seeks employees who are passionate about their work and who embrace the importance of lifelong learning.*