



# WESTTOWN SCHOOL

## Upper School Principal Westtown School – West Chester, PA

July 2025

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Westtown School seeks an experienced, dynamic educational leader to serve as Upper School Principal beginning July 1, 2025. The principal will provide strategic guidance for the Upper School, support its faculty, oversee daily operations, and lead all aspects of the division's work with skill, empathy, and vision. As a collaborative member of the school's senior administrative team, the principal will partner with other administrators to develop and implement school-wide priorities that further the school's mission and strategic goals, ensuring alignment of Upper School initiatives with those priorities.

Westtown is a spirit-led Quaker day and boarding school where students in grades pre-K through 12 are empowered to discover their unique gifts and guiding purpose in a values-based community while acquiring the skills and knowledge they will need to impact—and to better—the world they will inherit. Founded in 1799 by members of the Philadelphia Yearly Meeting of the Religious Society of Friends, Westtown educates not just for the sake of college preparation but for an engaged and reflective life.



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The school's rigorous academic program and college admissions record are impressive. The school places a strong emphasis on reflection and mindfulness, both in weekly Meeting for Worship and in students' everyday lives. Westtown's beautiful 600-acre campus, located just 25 miles west of Philadelphia in suburban West Chester, PA, not only encourages investigation, relaxation, and play, but also illustrates the school's deep commitment to sustainability. Quaker values and practices are intentionally woven into the curriculum and culture, encouraging each community member to value diversity, to seek peace and justice, and to demonstrate respect for themselves and others.

The Upper School provides an outstanding education for a diverse population of 358 students in grades 9 through 12, of whom 41% identify as domestic students of color and 21% are international. Westtown students are engaged, active, aware, and committed to learning and self-discovery. In addition to a rigorous curriculum featuring numerous distinctions and a broad array of inspiring and challenging co-curricular programs, 255 Upper School students board in a residential program that develops life skills and helps forge lifelong friendships. Fifty-five full-time Upper School faculty members provide thoughtful, intentional learning experiences for their students inside and outside of the classroom and hone their craft in a community committed to ongoing professional development. At Westtown, faculty believe passionately that there is an inner Light, unique wisdom, and an evolving purpose within each student. A strong sense of community at the school helps every student feel known, understood, and capable of effecting positive change in the world.

The Upper School Principal reports to the Head of School and is charged with comprehensive responsibility for all activities involving the Upper School's students, faculty, and staff. As the division's educational leader, the principal is afforded a high degree of autonomy while partnering closely with all other senior administrators, including the Assistant Head of School for Program and Community and the principals of the Lower and Middle Schools, to further school-wide initiatives and drive continued educational excellence.



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Within a collaborative culture based on Quaker decision-making, the principal provides the Upper School's primary voice regarding expectations for students, faculty, and staff; oversees the development and implementation of innovative student-centered curriculum; supervises teachers and the teaching process; and reviews and evaluates academic and co-curricular programs. The Upper School Principal makes recommendations to the Head of School regarding the hiring and retention of divisional faculty and staff and supervises the Dean of Students, Dean of Academics, Director of College Counseling, Upper School faculty, academic department chairs, and the Upper School office staff. In partnership with these and other colleagues, the principal attends to both daily divisional matters and issues of educational/philosophical interest and concern among the faculty, oversees the academic guidance of students and the methods and standards used by teachers to measure student achievement, and establishes and maintains community standards in both the academic and residential life of the Upper School. As a visible and accessible leader, the Upper School Principal addresses student behavioral and academic issues with a focus on Quaker decision-making and restorative practices and works effectively in a compassionate and collaborative way toward the resolution of all challenges, both routine and unique.

### Qualifications

- An advanced degree is required;
- A minimum of seven years of teaching experience and a minimum of five years of administrative leadership experience;
- A highly relational and collaborative leadership style that invites feedback, respects the perspectives and talents of others, and fosters a culture of curiosity, sharing, and trust;
- Demonstrated track record of program development and change management;
- Demonstrated success supervising, supporting, and evaluating teachers and other professional staff;
- Demonstrated ability to lead with integrity, empathy, and vision;
- Ideally, direct experience with Quakerism and/or Friends education; at a minimum, deep appreciation and robust support for Quaker education and Quaker spirituality;
- Ideally, experience in a residential boarding school program; at minimum, a strong appreciation of the



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value of a residential program and a demonstrated understanding of its opportunities and challenges;

- Collegial and supportive management style, with a commitment to collaborative decision-making;
- Excellent judgment in all situations, with the ability to respond to urgent and crisis situations calmly and efficiently;
- Exceptional interpersonal skills with the ability to build and maintain effective, professional relationships with students, faculty, administrators, parents, alums, and other constituencies;
- Proficiency in financial management and strategic planning;
- Diplomacy, tact, and discretion with confidential information;
- Demonstrated understanding of the unique opportunities and challenges in independent schools;
- Commitment to building and sustaining an inclusive school community and a program which reflects diverse cultures and perspectives;
- Strong affinity for the mission and strategic vision of Westtown School and an educational philosophy consistent with the school's values.

**To Apply:**

Interested and qualified candidates should submit, as separate PDF documents, the following materials by January 20th, 2025:

- Current resume, including phone number and email address;
- Cover letter stating interest in and qualifications for the position; and
- Reference List

to Rice Bryan (rbryan@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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