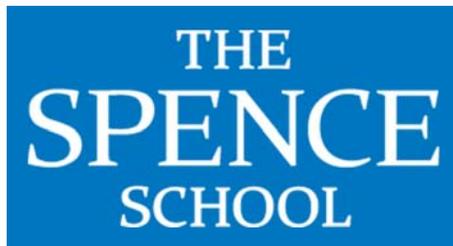




An Exciting Educational Leadership Opportunity for August 2019:

English & World Literature Department Head (Grades 5-12)



New York, NY

www.spenceschool.org



Founded by Clara B. Spence in 1892, The Spence School is an independent, college-preparatory day school serving 752 girls in Kindergarten through Grade 12. Ranking among the nation's pre-eminent schools for girls, Spence is committed to high academic standards, integrity, a diverse student body, and a purpose larger than oneself.

Spence's vibrant canvas of teaching and learning is inspired by the words of Clara Spence, who described learning as an "intellectual and moral adventure." The faculty embraces the challenge of preparing Spence's able students to thrive as engaged citizens with purpose, passion, and perspective.

The English & World Literature Department Chair leads a talented 10-member faculty and oversees a varied curriculum in grades 5-12 with an emphasis on multicultural understanding and the development of interpretive thinking, analytical reading, and writing skills.

**APPLICATIONS REQUESTED ASAP AND
NO LATER THAN OCTOBER 17, 2018**





MISSION AND PHILOSOPHY

Non scholae sed vitae discimus (Not for school but for life we learn.)

MISSION

With a commitment to academic excellence and personal integrity, The Spence School prepares a diverse community of girls and young women for the lifelong transformation of self and the world with purpose, passion, and perspective.

PHILOSOPHY

Offering a rigorous, liberal arts study, The Spence School develops high standards and character while creating an environment that fosters self-confidence and the joy of learning. Charging our students to meet the demands of academic excellence and responsible citizenship in a changing world, we teach that diverse points of view fuel inquiry, engagement, and deeper understandings of complex truths. We believe in the strength, intellect, and vitality of women.

THE SCHOOL AT A GLANCE

AFFILIATIONS

ACCREDITATION: New York State Association of Independent Schools

MEMBER: National Association of Independent Schools, National Coalition of Girls' Schools, New York Interschool

ENROLLMENT AND FINANCIAL AID

2017-18 ENROLLMENT:	752
LOWER SCHOOL (K-4):	265
MIDDLE SCHOOL (5-8):	227
UPPER SCHOOL (9-12):	260
STUDENTS OF COLOR:	41%
2018-19 TUITION:	\$52,050
FINANCIAL AID:	\$5.3 million aiding 18.5% of students

FACULTY AND STAFF

TOTAL NUMBER OF EMPLOYEES:	240
FULL-TIME FACULTY:	127
FACULTY WITH ADVANCED DEGREE:	82%
AVERAGE FACULTY TENURE AT SPENCE:	9.5 years
MEDIAN YEARS OF TEACHING EXPERIENCE:	15
FACULTY/STAFF OF COLOR:	36%
MALE/FEMALE RATIO:	20/80

LOCATION AND CAMPUSES

LOCATION:	Manhattan's Upper East Side
LOWER SCHOOL:	56 East 93rd Street
MIDDLE/UPPER SCHOOL:	22 East 91 st Street

ABOUT THE SPENCE SCHOOL

With a 126-year record of excellence in the education of girls and women, The Spence School has always championed the spirit of learning in a community of openness, virtue, warmth, and joy that is built upon the foundations of intellectual inquiry and engagement. The talented faculty oversees a challenging curriculum that promotes students' growth as scholars and human beings. The all-girls' environment places importance on self-agency, couples high expectations with open possibilities of academic leadership, and embodies what it means to share sisterhood and womanhood in defining one's own education.

The Spence School's large and considered educational vista of opportunities for students features rigorous and imaginative academics in all three divisions; a full array of arts offerings; a comprehensive physical education and interscholastic athletics program; and more than 40 student clubs, activities, and organizations. The K-12 Outreach and Public Service Program is grounded in the development of strong partnerships with dynamic nonprofit organizations.

For a detailed look at the entire educational program, visit www.spenceschool.org.

As it looks to the future, Spence aspires to continue harnessing the power inherent in all-girls education while exploring new opportunities to promote creativity and innovation. Adopted in 2015, the school's Long Range Plan sets a strong foundation for designing pedagogy and programs.



Among Spence's exciting plans for the future is the construction of a new athletic and educational facility — Spence 412 — at 412 East 90th Street. Slated to open in 2020, the facility will include an expansive ecology center and outdoor education space as well as a regulation-size gymnasium for volleyball and basketball; nine squash courts, including an exhibition court; and a multipurpose room for the performing arts.

Read the Long Range Plan here: [*Teaching and Learning at Spence 2025: An Intellectual & Moral Adventure*](#).

STUDENTS

A highly selective school admitting one in 10 applicants, Spence enrolls girls from all boroughs of New York City as well as from parts of Westchester County, Connecticut, and New Jersey. The school actively seeks students who reflect the racial, cultural, religious, and socioeconomic diversity of the wider world.



Spence's highly accomplished and well-prepared graduates are welcomed each year to the nation's finest colleges and universities. Among the 297 graduates from the Classes of 2014–2018, five or more enrolled at each of the following:

Amherst College
Brown University
Columbia University
Cornell University
Dartmouth College
Duke University

Emory University
Georgetown University
Hamilton College
Harvard University
Northwestern University
Princeton University

Stanford University
University of Chicago
University of Michigan
University of Pennsylvania
University of St Andrews
(Scotland)

Washington University in
St. Louis
Wesleyan University
Yale University



ENGLISH & WORLD LITERATURE AT THE SPENCE SCHOOL

THE MIDDLE SCHOOL CURRICULUM

The English and World Literature curriculum for students in grades 5-8 fosters the growth of close reading and writing skills through focused study of a variety of literary forms, such as the novel, short stories, epic drama, and poetry.

Students learn to identify themes and to research background material from what they read, informing their greater understanding of the world. They also learn the elements of powerful, accurate writing through imitative and creative projects as well as assignments that enrich their analytic paragraph, short-essay writing, and oral presentations. Grammar and vocabulary are taught at each grade level.

Yearlong courses explore the following themes:

- Grade 5: *American Stories*
- English 6: *The World of Stories*
- English 7: *Social Justice*
- English 8: *Literary Heroines*

THE UPPER SCHOOL CURRICULUM

The Upper School English and World Literature curriculum is designed to help students advance their interpretive thinking, analytical reading, and writing skills through the study of a variety of texts that reflect evolving definitions of literature, gender, cultural context, and writing practice. Students' work takes a variety of forms, including formal, informal, and creative writing, teaching presentations, class drama, and film productions and projects. Major genres including the novel, short story, poetry, drama, and film are studied in yearlong courses in Grades 9 (*Fate and Folly*) and 10 (*American Literature*).

Semester electives in Grades 11 and 12 allow for more intensive study. Current offerings include:

African Literature
African-American Literature
Caribbean Literature

Creative Writing
The Essay
Film Studies

The Graphic Novel
Indian & South Asian Literature
Latin American Literature

Literature of the Jewish Diaspora
Literature of Indigenous People
The Lonely Eye (I)
The Literature of China and Japan

Shakespeare
Studies in Drama
Studies in Middle Eastern & Islamic
Literature

Studies in Poetry
Studies in the Novel
Women's Literature

THE POSITION: ENGLISH & WORLD LITERATURE DEPARTMENT HEAD

Spence's English & World Literature Department seeks an accomplished educator to build on the department's longstanding history of excellence and guide it toward future possibilities. This position represents an opportunity to lead the Grade 5-12 department in expanding its literature and writing curriculum. Ongoing department initiatives include heightened focus on the teaching of writing and a rethinking of the Middle School experience, with an emphasis on interdisciplinary approaches.



The next Department Head will have the opportunity to work with outstanding students and colleagues. The current 10-member faculty, all of whom hold advanced degrees, boasts an average tenure of 13 years at Spence.

Specific responsibilities of the position include the following:

CURRICULAR LEADERSHIP

- Oversee Grade 5-12 English & World Literature curriculum.
- Provide curriculum continuity within and across divisions.
- Oversee curricular review, refinement, and implementation.

INSTITUTIONAL LEADERSHIP

- Lead hiring searches for department faculty, in tandem with the administrative team.
- Represent the department to all constituents.
- Serve on school-wide committees.
- Represent the department at admissions and outreach events.
- Manage department business.

INSTRUCTIONAL LEADERSHIP

- Mentor colleagues, serving as an intellectual and teaching resource.
- Monitor individual professional development, goal-setting, and evaluations.
- Oversee course sectioning and staffing.
- Establish department's annual goals.
- Plan and lead department meetings.
- Serve as the immediate supervisor to 10 department members.

TEACHING

- Teach three sections across Middle and/or Upper School English & World Literature.
- Serve as an advisor to students in Middle or Upper School.

WHO SHOULD APPLY?

The Spence School offers a dynamic and supportive work environment, competitive salaries, multiple opportunities for professional growth, and a generous benefits package. Spence is committed to an equitable and inclusive program and a diverse faculty, staff, and student body. Candidates from diverse backgrounds are therefore especially encouraged to apply. The Spence School is an Equal Opportunity Employer.



Ideally, candidates will offer most or all of the following attributes:

QUALIFICATIONS AND EXPERIENCE

- Sustained teaching experience.
- An advanced degree or equivalent experience.
- An appreciation for the craft of teaching, along with a passion for world literature and the art of writing.
- Successful departmental or equivalent school leadership experience.
- Experience leading the development and implementation of innovative program design.
- Demonstrated skills in communications and interpersonal relations within and across multiple constituencies.

LEADERSHIP TRAITS AND PERSONAL QUALITIES

- Finds joy in working with children and in school life.
- Leads with energy, kindness, and a sense of humor.
- Demonstrates cultural competency and skills engaging with and learning from people with diverse backgrounds and experiences.
- Supports Spence's commitment to equity.
- Demonstrates the ability to foster sustained collaboration and professional growth within a team.

APPLICATION REQUIREMENTS AND SEARCH PROCESS

Acting on behalf of The Spence School, Wickenden Associates is actively recruiting exceptional candidates for this excellent leadership opportunity. The lead consultant is Laura Hansen (lhansen@wickenden.com). She may be reached at (609) 683-1355. Candidates should submit **ASAP and no later than Wednesday, October 17, 2018**, an application package including the following:

- *A cover letter indicating why they are particularly interested in and qualified for the position.*
- *A current résumé.*
- *The names, addresses, and telephone numbers of three references. (We will obtain permission from candidates before contacting references.)*
- *A writing sample.*

These materials should be transmitted via email attachment to searches@wickenden.com.

After an initial review of applicants, the Hiring Team will interview selected candidates in November. Shortly thereafter, finalists will be invited to Spence for a more comprehensive interview process. An appointment is anticipated in January 2019. Wickenden Associates will keep all applicants informed of their status throughout the process.