

# Head of Lower School Opportunity Princeton Day School

Princeton, NJ

*An independent, coeducational day school serving approximately 970 students from Pre-Kindergarten through 12th grade, Princeton Day School (PDS) was created in 1965 through the merger of Miss Fine's School (founded in 1899) and Princeton Country Day School (founded in 1924). The school offers a challenging academic curriculum taught by a talented and experienced faculty, as well as extensive offerings in the arts, athletics, and other extracurricular activities. Within a culture that balances seriousness of purpose with a relaxed atmosphere, the many and varied accomplishments of PDS students are encouraged and celebrated.*

As one of the most prestigious PreK-12 independent day schools in the competitive Central New Jersey market, Princeton Day School offers a broad, rigorous college preparatory curriculum that balances critical and creative thinking across disciplines. Classroom excellence is complemented by outstanding facilities and extracurricular opportunities. The school aims to graduate compassionate, independent students who love to learn.

PDS occupies a beautiful 106-acre campus on the outskirts of Princeton, a family-oriented community located mid-way between New York City and Philadelphia. The Princeton area offers both an exceptionally high quality of life and a sophisticated population deeply committed to educational excellence.

Serving students in PreK through fourth grade, the PDS Lower School is a vibrant, creative place known for its hardworking teachers, interdisciplinary curriculum, and beloved campus traditions. The division aims to imbue children with a genuine enthusiasm for learning and the ability to connect classroom learning with their own lived experience.



The Head of Lower School position at PDS offers a first-rate career opportunity for a talented educator who can relate well to students and families while leading the faculty and collaborating across divisions and departments at the school.

PDS seeks a warm, outgoing, resilient administrator; an energetic leader who can think strategically and operationally as the division expands its STEAM initiative, continues to evolve its curriculum, and extends its commitment to equity and inclusion.



**APPLICATION DEADLINE: JANUARY 21, 2019**



## THE SCHOOL AT A GLANCE

### MISSION

*In academics, athletics, the arts, and service, we celebrate the pursuit of individual excellence and the spirit of collaboration that binds us together as a community. We seek diversity of cultures, views, and talents to promote the intellectual growth and moral development of our students.*

*Our rigorous and broad PreK through 12th grade program is designed for motivated and academically talented students. We emphasize both creative and critical thought and their clear expression. Supported by an exceptional faculty and a cooperative partnership of school and home, our students discover the joy of learning. They explore their interests, cultivate enduring relationships with teachers and peers, take risks, and thrive.*

*Integrity, respect, and compassion are essential to the school's mission. Our students leave Princeton Day School well equipped for college and beyond: prepared to act knowledgeably, to lead thoughtfully, to share generously, and to contribute meaningfully.*



### PHILOSOPHY

*Our three school divisions strike this balance differently, but the common element from Pre-Kindergarten to the 12th grade is a commitment to nurturing the following core values:*

- *Integrity*
- *A delight in learning that evokes creativity, risk-taking, and an abiding curiosity about the human story and the natural world.*
- *An independence of thought that includes and goes beyond academic excellence*
- *Respect and compassion for others, expressed through service*

*Integrity entails honesty to oneself and others; it also connotes wholeness, of the individual and of the community. We aim to nurture in our students the motivation, self-confidence, and mutual trust to discover their individual and communal strengths of mind, body, and spirit. We seek students of character and promising intellect who are capable of responding to this challenge, and we provide for them an educational atmosphere at once disciplined, playful, and diverse.*

### ENROLLMENT

<b>2018-19 ENROLLMENT</b>	970
<b>LOWER SCHOOL</b>	254
<b>MIDDLE SCHOOL</b>	299
<b>UPPER SCHOOL</b>	417

### FACULTY AND STAFF

<b>TOTAL NUMBER OF EMPLOYEES (PDS)</b>	253
<b>TOTAL NUMBER OF EMPLOYEES (LOWER)</b>	45
<b>FULL-TIME FACULTY (PDS)</b>	138
<b>FULL-TIME FACULTY (LOWER)</b>	38
<b>FACULTY WITH ADV. DEGREE (PDS)</b>	70%
<b>FACULTY WITH ADV. DEGREE (LOWER)</b>	56%
<b>AVERAGE FACULTY TENURE (PDS)</b>	10 years
<b>AVERAGE FACULTY TENURE (LOWER)</b>	11 years

### FINANCE AND FINANCIAL AID

<b>PDS ANNUAL OPERATING BUDGET</b>	\$31.8 million
<b>ENDOWMENT</b>	\$61.3 million
<b>LOWER SCHOOL TUITION</b>	\$30,240
<b>FINANCIAL AID</b>	\$5.5 million
<b>LOWER SCHOOL STUDENTS RECEIVING AID</b>	24%
<b>AVERAGE AWARD</b>	\$23,400

### AFFILIATIONS

**ACCREDITATIONS AND MEMBERSHIPS:** National Association of Independent Schools, Middle States Commission on Higher Education, New Jersey Association of Independent Schools, Association of Delaware Valley Independent Schools

**ON THE WEB: [WWW.PDS.ORG](http://WWW.PDS.ORG)**

## DEFINING STRENGTHS AND UNIQUE ATTRIBUTES OF PRINCETON DAY SCHOOL

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Princeton Day School has a rich educational heritage reaching from the 19th Century to today. Its campus along Princeton's Great Road opened in 1965 thanks to the incredible generosity of Dean Mathey, whose gifts to PDS include not only the property but also financial support. The school continues to thrive today because of the vision and dedication of educators, students and families from Miss Fine's School and Princeton Country Day School. Today, PDS enrolls 970 children in Pre-Kindergarten through Grade 12. The school continues to blend the best of both Miss Fine's and Princeton Country Day schools — including the annual Maypole Dance originally reserved for upper-schoolers at Miss Fine's and now enthusiastically performed each spring by PDS second-grade students.

### THE COMMUNITY

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PDS serves a bright, creative, and achievement-oriented student body drawn from more than 50 communities in central New Jersey and Pennsylvania. They are instructed by an experienced, well-credentialed, and independent-minded faculty who are widely respected for their expertise and deeply appreciated for their obvious commitment to and affection for their students. As educators, advisers, mentors, and friends, they are accessible to students and willing to guide, support, motivate, and provide extensive individual attention. The Lower School faculty, like most teachers at PDS, are lifelong learners who seek out professional development opportunities and have embraced a culture of continual improvement in pedagogy and curriculum.



### ADMINISTRATION AND GOVERNANCE

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PDS's senior leadership team manages the day-to-day operations of the school. This group includes the Associate Head of School, Assistant Head of School for Finance and Operations, Lower, and Upper School Heads, Head of Middle School (who also serves as Assistant Head of School for Academic Life), Director of Advancement, Director of Admission and Financial Aid, Director of College Counseling, Director of Performing and Fine Arts/Design, and Chief Information Officer. The senior leadership team meets weekly and is ably led by veteran Head of School Paul Stellato. The Board of Trustees currently has 25 members and includes alumni, current and past parents and grandparents, and other supporters of the school. This dynamic and ambitious group works to promote the school's mission and strategically shape its future.

### LOCATION AND FACILITIES

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Among PDS's most appealing assets is its location in Princeton – a stimulating community that is home to Princeton University, Princeton Theological Seminary, Westminster Choir College of Rider University, the Institute for Advanced Study, Educational Testing Service, and many corporate headquarters. Situated within easy commuting distance of New York City and Philadelphia, the greater Princeton area attracts a well-educated, diverse, and culturally aware population. PDS benefits from both a well-established community of longtime area residents who know the school well and a steady flow of newcomers.

Nestled in a quiet semi-rural area, PDS's 106-acre campus offers an idyllic educational environment. The main building includes 44 classrooms, three

libraries collectively housing more than 30,000 volumes, and computer centers in each division. The campus also boasts a planetarium, an outdoor astronomical observatory, a 400-seat theater, indoor and outdoor amphitheaters, nine laboratories, three gymnasiums, a greenhouse, four arts studios, a ceramics workshop, an industrial arts shop, an architecture studio, a photography laboratory, rehearsal rooms for chorus and orchestra, individual instrumental practice rooms, an electronic music laboratory, and an art gallery. In addition to the school buildings, students make use of extensive athletic facilities (including two turf fields, nine tennis courts, and an ice skating rink), an outdoor garden classroom, a ropes course, and the campus center. On-campus habitats include streams, ponds, forested areas, and open meadows.

## HIGHLIGHTS OF THE EDUCATIONAL PROGRAM

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From their first days at Princeton Day School, students find that learning is not something that just happens; learning is exploring, posing questions, and solving problems. Lower School students spend their days asking “What do we know already?” and “How can we find out more?” PDS teachers make learning exciting, providing a safe environment where children feel loved and appreciated. The warm, nurturing atmosphere of the Lower School is shaped by faculty members who are committed to knowing their students and meeting their individual needs. Teachers are in regular contact with families to ensure that the best

interests of each learner remain a priority at home and in the classroom. To make learning meaningful, lessons in the Lower School connect ideas with one another, with the real world, and with students’ lives.

The Lower School curriculum and a few special programs are outlined below. For additional details, visit the school’s website: <https://www.pds.org/academics/lower-school>.

### THE EDUCATIONAL PROGRAM

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#### Language Arts & Social Studies

- The Lower School places a strong emphasis on building writing skills early. Students participate in daily writing and editing exercises and build the skills necessary to catch a reader’s attention, develop a point, and create the language of poetry.
- Nationally renowned writers, poets, and illustrators, including Newbery and Caldecott Prize winners visit the campus and work with students in small group sessions and assemblies.
- The overarching theme for all of the Lower School’s social studies units is community. Children begin close to home by studying their families, homes, and neighborhoods. As they grow older, their studies move farther out into the world and further back into history.

#### Science

- PDS’s Lower School science program takes advantage of the natural curiosity of young children by opening up the world of science through hands-on activities and experimentation.
- The curriculum is laboratory-based, emphasizing learning by doing. Beginning in PreK, students participate in hands-on experiment exploring topics like physics and magnetism.
- Students explore the school’s verdant campus, with its pond, woodlands, orchard, and wildlife, which provides many opportunities for on-site science exploration.

## Math

- The Lower School math program pulls ideas and activities from a variety of math resources and experts but is based on the curricular materials from the Everyday Math program.
- The math program aims to help students become confident, creative and effective problem solvers who demonstrate computational fluency.
- Throughout the curriculum, students work extensively with contexts and models that represent the place value structure of our base-ten number system, using concrete modeling to build and visualize how numbers are composed.



## Technology

- PDS's technology curriculum is founded on the principle that competence and practice in using the tools of technology are essential elements of learning in the 21<sup>st</sup> century.
- Lower School classroom teachers, the division's librarian, and the technology coordinator work together to design and adapt the classroom curriculum in new and innovative ways, using best practices in technology for education.
- Lower School classes learn digital citizenship skills while they blog, Skype, code, and program. Students take part in a 1:1 iPad program and have access to Apple desktop and laptop computers, as well.

## Foreign Language

- The Lower School foreign language program is an exploratory program designed to introduce a new language to young students and to develop an appreciation of the value of communicating in another language.
- All Lower School students are introduced to a foreign language: Pre-Kindergarten and Kindergarten students are exposed to French and Spanish twice a week for half a year each. From first grade on, students choose one language, which they study twice a week through the fourth grade.
- Classes are taught in the target language, with an emphasis on developing careful listening skills as well as cultural and linguistic awareness. An authentic accent is encouraged while building basic vocabulary through stories, poetry, songs, and games.



## Music

- Through a variety of experiences, including the Orff-Schulwerk & Kodaly approaches, students gain competency in basic skills such as singing, rhythm, movement & dance, dramatic expression, and instrument playing.
- Students participate in a number of performances throughout the year. Some highlights are the Thanksgiving Sharing Assembly, the Lower School Holiday Concert, and the Final Assembly.
- In addition to the core music curriculum pre-Kindergarten through grade four, PDS students may participate in a vibrant Lower School Strings Program and the Lower School Orchestra.

## Visual Arts

- The Lower School art program seeks to provide a variety of visual art experiences that support a joyous culture of creativity where divergent thinking is nurtured. Students learn to work in two and three dimensions and use a variety of media, including paint, inks, pencils, chalks, markers, clay, wood, Styrofoam and various plastics.
- Each student works in a sketchbook on a regular basis. Students are actively engaged in making their own art and discussing it. They also learn about and make connections to art from various cultures, eras, media, and technologies and engage in many types of interdisciplinary work.
- Students learn techniques of book illustration and work with several visiting artists through a special program each spring entitled "Imagine the Possibilities." Visiting artists and writers have included: Ashley Bryan, Floyd Cooper, Earl Lewis, Jerry Pinkney, Mary Pope Osborne, and Naomi Shihab Nye.

## Athletics and Physical Education

- The Lower School physical education program emphasizes the development of social skills, gross and fine motor skills, and sportsmanship. The program has a particular emphasis on the interaction among classmates in cooperative and competitive activities.
- Beginning in Pre-Kindergarten, students work to develop basic motor skills, such as running, skipping and jumping through activities which incorporate space, movement in different directions, creativity and speed.
- Every winter term lower-schoolers learn to ice skate in the school's indoor rink.

## ADDITIONAL FEATURES

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Life in the Lower School at PDS is enriched by a number of traditions and co-curricular programs that extend the student experience and sustain the tightly knit sense of community at the school.

- The school's remarkable garden – which features an outdoor classroom, beehives, chicken coop, wetlands, compost bins, and more – inspires students' curiosity about nature as they learn about environmental stewardship.
- Every year, fourth-grade students produce an original operetta with borrowed songs and opportunities for every child to shine. The Lower School also presents a holiday concert that weaves together multiple faith traditions, and the division hosts an annual Mardi Gras parade.
- Lower School students also build character and leadership skills through buddy programs and service learning efforts. In addition to collecting donations and volunteering for local charities, students help beautify the campus, and each Lower School class designs a unique project every year to honor Dr. Martin Luther King, Jr.
- PDS opened a 2,000-square-foot STEAM facility in the fall of 2017, and faculty in all divisions – including the Lower School – have been encouraged and supported in their efforts to work across disciplinary boundaries and think broadly about new ways of teaching and learning.



## THE OPPORTUNITY: HEAD OF LOWER SCHOOL AT PDS

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When the new Head of Lower School at Princeton Day School arrives on campus, they will inherit a thriving division that has made great progress in the areas of character education, curriculum, and pedagogy. In July of 2019, the current Head of Lower School will complete her fourth year in the position, after which she plans to return to the classroom. One of the privileges of leading the PDS Lower School is the opportunity to join with a collaborative, high-functioning administrative corps led by Head of School Paul Stellato. The school has flourished under the leadership of Mr. Stellato, who was appointed Head in 2008. He has inspired PDS to new levels of academic, financial, and social health, overseeing advances in everything from enrollment management and student life to facilities and co-curricular programs. Moreover, Mr. Stellato has instilled a culture of innovation and excellence across all divisions, and he has established a strong record of cultivating leadership by empowering and supporting members of his team.

The PDS Lower School is a dynamic community that requires an experienced and capable leader who can effectively harness the energy of the parent body, the creativity of the students, and the wisdom of the division's seasoned faculty. Candidates should have significant independent school experience and clear ideas regarding best practices in lower school education. PDS is eager to align its curriculum across all three divisions and ensure a more consistent experience for students across classrooms. Increasing collaboration among faculty and supporting efforts to work across disciplines – particularly as it relates to the school's STEAM initiative – will be another priority for the incoming division head. Working with students during some of their formative years, the Lower School is well positioned to play a leading role in PDS's ongoing efforts to integrate diversity, equity, and inclusion into existing programs, while finding new ways to promote meaningful conversations in the community.

To capitalize on these opportunities and meet additional challenges that may arise, PDS is seeking a candidate with most or all of the following qualities and qualifications:

### PROFESSIONAL QUALIFICATIONS & EXPERIENCE

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- Solid academic credentials, including an advanced degree, coupled with evidence of a commitment to lifelong learning.
- A strong record of success in, and commitment to, lower school teaching and school administration.
- Knowledgeable about best practices in PreK-12 curriculum and curriculum planning.
- A desire to assume a school-wide role as a member of the senior leadership team in a PreK-12 school.
- Able to advocate for Lower School students and divisional needs while respecting institutional priorities and resources.
- Experience with hiring, mentoring, and evaluating faculty.
- Exceptional oral and written communication skills.
- Professional commitment to diversity.
- A proponent of thoughtful innovation who skillfully moderates the pace of change.
- Eager to partner with the Office of Admission and Financial Aid to assist with the selection of students and the recruitment of current and prospective families.



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## PERSONAL QUALITIES & LEADERSHIP STYLE

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- Loves children and puts the best interests of the students first, focusing on the whole child.
- A skilled and supportive leader of teachers who will respect and enhance their professionalism.
- A collaborative leader who solicits input, listens well, delegates effectively, and empowers staff.
- Accessible, warm, and supportive.
- Firm and fair; able to set boundaries and follow through with difficult decisions.
- A strategic thinker who can anticipate challenges and implement practical solutions.
- Appreciative of diversity and committed to the goal of maintaining an inclusive, equitable community.
- Outgoing, energetic, and inspirational.

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## ANTICIPATED SEARCH CALENDAR

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Application deadline:	January 21, 2019
Selection of semifinalists:	January 29, 2019
Semifinalist interviews:	February 9-10, 2019
Finalist visits:	Mid-February 2019
Appointment:	Late-February 2019
Starting date:	July 2019

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## APPLICATION REQUIREMENTS AND SEARCH PROCESS

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Acting on behalf of Princeton Day School, Wickenden Associates is actively recruiting outstanding leaders for this exceptional opportunity. The lead consultants for this search are Susan Walters ([swalters@wickenden.com](mailto:swalters@wickenden.com)) and Jim Wickenden ([jwickenden@wickenden.com](mailto:jwickenden@wickenden.com)). They may be reached by email or may also be reached at (609) 683-1355.

Candidates should submit **no later than Monday, January 21, 2019**, an application package including the following:

- *A cover letter indicating why they are particularly interested in and qualified for the position.*
- *A current résumé.*
- *A statement of educational philosophy.*
- *The names, addresses, and telephone numbers of three references. (We will obtain permission from candidates before contacting references.)*
- *Optional: Other supporting material (e.g., articles, speeches, or letters of recommendation) that would be useful to the Search Committee.*

These materials should be transmitted via email attachment to [searches@wickenden.com](mailto:searches@wickenden.com).

After an initial review of applicants, the Search Committee will interview selected candidates over the weekend of **February 9-10, 2019**. Shortly thereafter, finalists will be invited to PDS for a more comprehensive series of interviews. An appointment is anticipated before March 2019. Wickenden Associates will keep all applicants informed of their status throughout the process.

