



The
Caedmon
School

Second Grade
Self Portraits

Inspired by Mexican Artist
Frida Kahlo



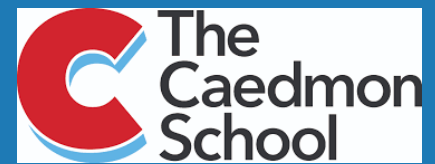
Proposal
Head of School Search
The Caedmon School

New York, New York
Start Date: July 1, 2025



The Caedmon School

Position Statement



Overview

Remarkably aligned in purpose and mission, Caedmon School is a progressive, Montessori and Montessori-inspired school for preschool children starting at age 1.8 through 5th grade, “where each child truly is unique.” Located at 416 East 80th Street, Caedmon was the first Montessori-based school in New York City, and the second in the nation. This location provides students with access to world-class institutions, parks and educational resources. Since 1962 the school’s commitment to academic excellence, child-centered pedagogy and strong community has been unwavering.

With an enrollment of 190 learners, the school is a diverse and inclusive community which celebrates the talents and perspective of each individual, children and adults alike. Forty percent of the parent body is international, and 19% of the families receive financial assistance. By fostering a culture of belonging, the school actively and rigorously builds a supportive educational environment for all. For Caedmon, community is always central to the learning.

Perhaps nothing better defines the energy of Caedmon than the beginning of the day when the Head of School joins other teachers and administrators in welcoming each student to the day of learning ahead. As several parents shared, “every child is known.” The school “fosters the natural curiosity of each child which is the foundation of academic achievement” with highly qualified and experienced teachers, well-versed in the Progressive Montessori approach and research-based progressive education. The tenure of faculty and staff is remarkable, and faculty often speak about their collaboration and support of one another. Caedmon has a long-standing record of exemplary Middle School placement, sending forth students who can shape and navigate learning with academic prowess, energy and a strong sense of self.

Caedmon leases its historic campus from St. Monica’s Church with an expiration date of 2029. Negotiations for the next lease period are forthcoming. The school’s



beautiful environment is thoroughly student centered and alive with bright sun-filled light. Created specifically for young children, all corners and spaces invite exploration, from Montessori-designed early learners’ spaces to subject-based elementary spaces. Students also enjoy a new music room, and there are plans for renovation of the courtyard/playground. There is not a corner wall or hallway that doesn’t speak to learning and community.

With a vibrant life beyond the academic day, the school has a music school, athletics, choruses, Discovery Camp and an amazing range of afterschool activities: 27 of them. As one 3rd grader exclaimed, “the afterschool offerings are spectacular!” Caedmon also has a basketball team for boys and girls in grades 3-5, unusual for elementary education. Words such as “confidence,” “openness” “nurturing” and “humility” surround the school. The goal of Caedmon’s engaging, hands-on and personalized education is that each member of the community feels seen, heard and understood.

Caedmon has enjoyed strong leadership throughout its history, and Matthew Stuart’s tenure is no exception. Matthew, the administration, the faculty and staff, and the Board of Trustees have worked tirelessly and to great success in building the Caedmon of today. It is impressive...and lasting.

Mission and Core Values

At The Caedmon School, we honor the individual and foster the natural curiosity of each child, which is the foundation of academic achievement. We nurture empathy in our students to value perspectives other than their own. Our graduates are creative, capable, and courageous, ready to make their place in the world.

Daily life at Caedmon is guided by the following values: Community, Academic Excellence, Diversity and Montessori philosophy. Caedmon School is dedicated to providing a supportive and enriching educational experience that inspires all of its students to reach their full potential academically, socially and emotionally. It is committed to fostering a love for learning, nurturing character development and empowering students to become confident, compassionate and responsible individuals prepared to make a positive impact on their communities and the world.

The full community of Caedmon—parents, students, faculty, staff, trustees and alumnae—all believe in the mission and purpose of this school, and the school's reach is wide and broad in membership and deep commitment. Repeatedly you will hear the school described as a place for all families and all students. Often the students come skipping into the school, and it seems that the rest of the community is not far behind.

Program

Academically focused, Montessori structured and led by experienced and well-trained teachers, the Caedmon program is “not a cookie-cutter program.” Inspiring and inspirational, Caedmon believes in “initiating learning” in an individualized, challenging and supported fashion within each division.

Caedmon's core Montessori curriculum includes foundation in creative play, language, math, science, culture and art. Elements of the Montessori classrooms include: the belief that each child is unique, instilling a strong sense of natural curiosity and active discovery; the belief in expert teachers, Montessori-certified facilitators with many years of experience. The Progressive Montessori program in Kindergarten and Elementary Programs combines Montessori values with research-based, progressive educational philosophy. The goal of Caedmon's engaging hand-on and personalized education is that each member of the community feels seen, heard and understood. Students gain a clear sense of who they are, what they want to learn and who they want to become. The curriculum develops independence, imagination, and a sense of agency through inquiry, deep thinking and active exploration. (To learn more about the [program](#))



Commitment to Community, Equity, Inclusion and Belonging

Caedmon School has developed a clear and compelling statement describing the community's commitment to equity and belonging:

“The Caedmon School is dedicated to creating and maintaining a community where we embrace and explore differences and commonalities and the challenges they may present.

We are committed to ensuring that Caedmon families feel a sense of belonging because we value the different and precious identities among us. We cultivate a caring, respectful, and safe environment in which bonds are forged across potential barriers of human difference advancing compassion, responsible, courageous citizens.”

The school is devoted to providing its students and families and staff with the sense that they are known, valued, and needed in the community. A Task Force, including faculty, staff, and administrators is created each year to meet to further the DEIB initiatives at Caedmon. As one administrator stated, “having a diverse and inclusive community makes all the difference.” The Board has a newly created DEIB committee, the product of a year long task force. Thoughtfully designed, each DEIB committee member also serves on another committee, for which they are the DEIB liaison.



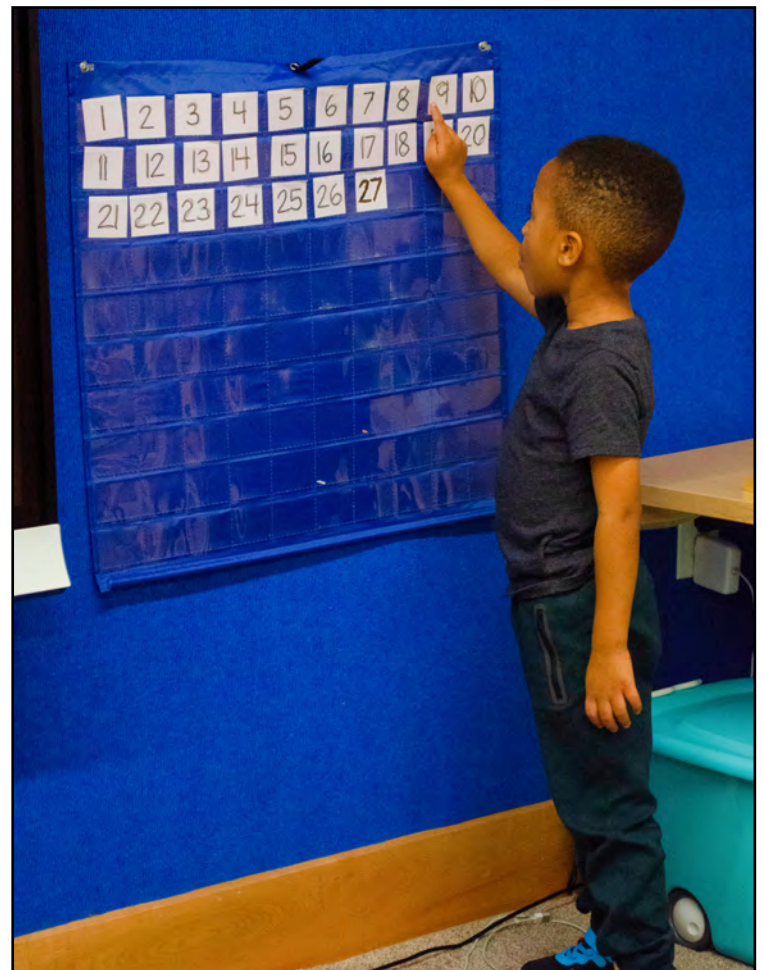
Challenges and Opportunities

Caedmon is a school with a multitude of enduring strengths including an outstanding faculty and administration, passionate and curious students, extremely supportive parents and a clear and compelling mission. There is extraordinary dedication to the school among parents, faculty and students.

At the same time, Caedmon faces many of the challenges common to high-performing independent elementary schools today: enrollment, affordability and, especially in NYC, space. In working with the Board, Faculty, Staff and Administration, the next Head of School should be prepared to face the following challenges:

- Independent Elementary and Preschool Schools in NYC continue to face enrollment challenges, and Caedmon, too, is no stranger to this tension. The new Head of School will need to be well-versed in enrollment management, student retention and marketing.
- Maintaining and further communicating Caedmon's academic strengths is paramount for the new Head of School. This includes teacher support and building whole school cohesiveness among the Beginners, the Early and Elementary Programs.
- Ex-admissions has been a particular strength of Caedmon over the many years. The new Head of school must have or be able to build deep and sustained relationships with NYC schools to continue and to further ex-admission successes. Ambassadorship and strategic planning in finding the right school for each student is essential.
- Caedmon literally hums on community. The new Head of School needs to be a talented community builder, furthering inclusivity and preserving a school where "everyone knows your name."

- The new Head of School needs to have financial, budget-management, and fund-raising experience or promise, ensuring financial stability and growth, as the school moves to its next level of good.
- Managing and retaining the school's continued lease with St. Monica's Church is essential. This includes maintaining and building good relationships with the Church, in authentic and compelling ways.
- Good communication, both internally and externally, is critical for the complex world we call school. The new head should have a strong track record of good, strong and strategic communication skills.



THE POSITION

The Head of School at Caedmon oversees the ongoing operations of the school, hires and supports its employees, and manages its annual budget. Initial annual base salary will be between \$325,000. and \$400,000.

First and foremost, successful candidates will need to embrace Caedmon's mission and values, including demonstrated commitment to Montessori and Montessori-inspired education. In addition, candidates should demonstrate a record of skill in leadership, including many of the following professional and personal attributes:

- A natural warmth, an authentic kindness, a sense of accessibility
- Joyfulness, humor and love of schools and for the people within them
- A deep affinity for and experience with beginning learners, progressive education and Montessori philosophy
- A teaching sensibility: open, collaborative, communicative and trustworthy



- Strong ability to engage on multiple levels: internally and externally
- A caring person with a strong backbone for making decisions
- The ability to manage financial sustainability, including annual budget building and long-term financial planning
- Able to forge deep and abiding relationships with the full community as well as NYC schools.
- A strategic thinker and a natural community builder

APPLICATION PROCESS

If you think you could be the next Head of School at The Caedmon School, please apply online at the RG175 website: <https://rg175.com/candidate/signup>

The application includes:

- Cover letter explaining your interest in The Caedmon School
- Your current resume, and
- Writing sample

If you have any questions, please reach out to either of the RG175 consultants Bodie Brizendine bodie.brizendine@rg175.com or Arlyce Seibert arlyceseibert14@icloud.com.

The deadline for applications is **June 3, 2024**.