

**Hopkins**  
SCHOOL



**Position Statement**  
**Dean of Faculty Search**  
**Hopkins School**  
**New Haven, Connecticut**  
**Start Date: July 1, 2024**



# Dean of Faculty Position Statement

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Situated on a hilltop overlooking New Haven, CT, the 108-acre campus features buildings and spaces that are hubs of creativity, curiosity and innovation including Calarco Library, Malone Science Center, the Kniesel Squash Center, Walter Camp Athletic Center and, opening in the fall of 2024, a new Academic & Performing Arts Center.

Hopkins takes enormous pride in its distinguished faculty and dedicated staff and defines itself as a community of civility and learning that educates students from diverse backgrounds to reach the full measure of their talents and their humanity. Faculty, staff and administration embrace their opportunity to be exemplary role models and collectively seek to:

- Develop in young people the habits of mind of scholars as the foundation for a lifelong love of learning.
- Foster the courage to live and think as distinct individuals who embrace their responsibilities in the larger world.

## OVERVIEW

Hopkins School seeks a Dean of Faculty to begin in July 2024. As a member of the senior administrative team, the Dean leads and oversees the full experience of 118 faculty and supports their capacity to deliver the world-class education for which Hopkins has been nationally recognized since its founding in 1660.

Visionary founder Edward Hopkins described the school as a place to educate “hopeful youths for the public service of the country.” As the third oldest independent school in the United States, Hopkins has established itself as a beacon of excellence and force for the greater good, developing young people of outstanding intellect and character. A rigorous curriculum and signature extracurricular program serving 715 students in grades 7-12 generate the ideal launching pad for the outstanding colleges and universities attended by its graduates. Inspired by faculty that embrace and model intellectual curiosity, dedication and idealism, Hopkins students learn with the passion and purpose that prepare them to lead lives of consequence.



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- Expose every student to the deep satisfaction that derives from service to others.
- Enlarge the educational experience to include the creative joy and aesthetic sensibility of the artist, and the vitality and competitive spirit of the athlete.
- Provide, through the school's advisers, the wisdom and goodwill necessary to guide young people to confident self-reliance.
- Nurture the development of character essential to leading a rich and purposeful life.

These tenets—a contemporary expression of the hopes, ambitions and values envisioned by the founder—are embraced by the Hopkins community and made manifest in the daily life of the school.

To learn more about the people and programs of Hopkins School, please take the time to explore the school [website](#) and social media.



## HOPEFUL YOUTHS: RENEWING HOPKINS' PROMISE FOR THE 21ST CENTURY

Under the fresh and dynamic leadership of Head of School Matt Glendinning, Hopkins is developing a bold new strategic plan, elevating its longstanding mission to educate 'hopeful youths' who demonstrate curiosity, high achievement, exemplary character and service to others.

What form does this take in the 21st century? A demanding, creative and highly engaging program that develops foundational knowledge and its application to real-world situations and problems. Teachers seek to foster key skills such as critical thinking and communication, collaboration, resilience, cultural competence, and digital fluency, not only in the classroom but in every aspect of the student experience. Coming from over 60 towns, a highly diverse student body develops the skills, confidence and agency to be impactful, whether they are co-authoring a STEM publication with industry experts as part of the HARPS program, pursuing their passion in a specialized elective from the Malone Schools Online Network, excelling on one of 79 interscholastic teams, participating in one of the 100 student-led clubs and activities, performing in one of 20 annual musical or theatrical productions or contributing to the 10,000 hours of service learning accomplished by the community each year. Hopkins students want to make a positive difference. And they do.

A strong sense of place also defines Hopkins' identity. Fueled by strong institutional partnerships and access to the rich academic resources of the city of New Haven as well as the broader region, a Hopkins education provides an expansive outlook and sense of public purpose. Drawn to the area

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and the opportunity to teach exceptional students, faculty members are recognized scholars in their fields, with 82% holding advanced degrees and with an average tenure of 18 years. Above all, Hopkins' teachers are known for the inspiration, empathy and care that they daily extend to their students, which remains a defining feature of Hopkins today.

Given the acceleration of change and disruption experienced by many educational institutions, the unified commitment, signature open mindedness, genuine kindness and ever-hopeful spirit that have consistently characterized the Hopkins community stand apart. Hopkins is 'future ready' to shape the next generation of leaders.

## THE ROLE OF THE DEAN OF FACULTY

The role of the Dean of Faculty at Hopkins School includes four key components. The first is as a teacher, scholar and role model, who can lead, motivate and inspire the Hopkins faculty.

Secondly, the Dean of Faculty oversees all aspects of faculty recruitment and retention, including collaboration with the Director of Equity and Community to attract and support talented teachers from diverse backgrounds and perspectives.

Thirdly, the Dean of Faculty is a key advocate, serving as the primary resource for individual teachers in their multifaceted professional lives. In addition, the Dean collaborates with other senior administrators to generate targeted programs and initiatives for the professional development and growth of the faculty as a whole.

Finally, the Dean of Faculty promotes a culture of continuous learning and improvement in teaching through classroom observations, coaching, mentoring and leading an effective faculty evaluation process.



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### KEY RESPONSIBILITIES

- Serve as a leader, steward and advocate, providing coaching and counsel and creating opportunities that foster wellness and build morale for the Hopkins faculty.
- Manage all aspects of faculty recruitment, hiring and orientation, including leadership of a yearlong New Faculty Orientation Program and coordinating short- and long-term substitute coverage.



- Coordinate closely with the Director of Equity and Community and other administrators to advance key recruitment and retention priorities so that Hopkins can be a more diverse, equitable and inclusive community.
- With the Dean of Academics, oversee all staffing needs and assignments, including a thorough and transparent assessment of teaching and other duties that constitute faculty workload.
- Organize and lead the faculty growth and evaluation process, including classroom observations and the coordination of the 3- and 7-year Career Review Program.
- Collaborate with the Director of Innovation and Institutional Learning and others to create and administer a robust professional development program that promotes a growth mindset and a culture of continuous learning.
- Generate and lead inspirational, effective and strategic faculty meetings.
- Serve on the school's senior leadership team, the Administrative Board, and relevant committees like Academic Policy.
- Collaborate with the Director of Human Resources to maintain policies that reflect best practices in governing teachers' relationship to the school and the workplace environment at Hopkins.

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## OPPORTUNITIES AND CHALLENGES

The new Dean of Faculty will join Hopkins School at an incredibly exciting time given the energetic and seasoned leadership of head of school Matt Glendinning, now in his second headship and embarking on his second year at Hopkins. The school community is actively engaged in finalizing a forward-thinking strategic plan that captures the idealism and optimism of Hopkins. Opportunities abound to embrace the current momentum and to address needs that have been identified and shared during the early stages of the search process.

As the leader of the faculty, the new Dean will collaborate with and support an exceptionally talented and dedicated group of teachers who are completely committed to the growth and well-being of their bright and engaged students. The strength of faculty/student relationships is a hallmark of the Hopkins experience and consistently cited as a key driver of Hopkins' high faculty retention.

Above all, Hopkins is in a place of extraordinary institutional strength, which will position a new Dean of Faculty to bring innovative perspectives and approaches to the school's needs, priorities and aspirations, including:

- Collaborating with the Head of School and Hopkins community to implement the new strategic plan, particularly its emphasis on real-world, experiential learning.
- Continuing recent efforts to strengthen the recruitment, hiring and onboarding process, with particular attention to enhancing the diversity of the Hopkins faculty.
- Establishing a more consistent, meaningful and mutually beneficial process for faculty feedback and evaluation.
- Partnering with the Dean of Academics and relevant administrators to bring greater clarity, equity and transparency to workloads and assignment of faculty duties.
- Leading with engagement, visibility, and empathy in order to strengthen faculty culture and promote a shared sense of purpose.
- Encouraging faculty's active participation in academic discourse beyond Hopkins.
- Collaborating effectively with the HR functions of the school in order to achieve greater clarity, consistency and transparency with employee policies and procedures.

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### LEADERSHIP ATTRIBUTES AND QUALIFICATIONS FOR THE NEXT DEAN OF FACULTY

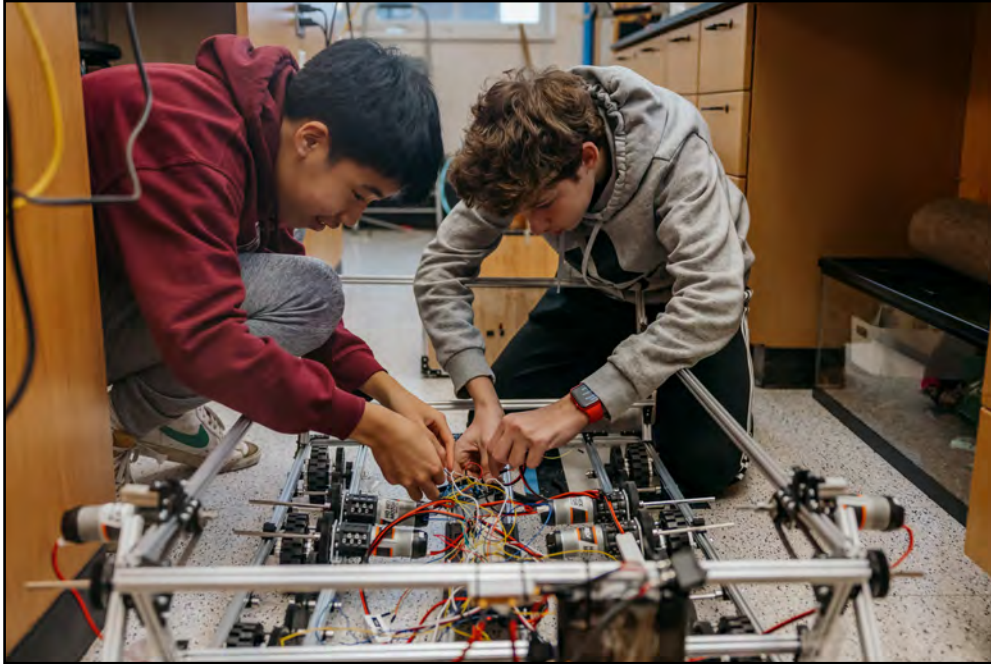
- Significant experience as a classroom teacher.
- A clear vision for outstanding teaching forged through diverse experiences that inform a deep understanding of best practices in education.
- Exceptional interpersonal skills and emotional intelligence; ability to build strong relationships and embody the spirit of servant leadership.
- Successful management, supervisory and leadership experiences based on inclusive, transparent and consistent judgment and decision-making.
- Cultural competence and a record of fostering and supporting a diverse and inclusive community.
- Ability to identify, recruit and retain world-class talent to sustain Hopkins' position as an academic leader.
- Ability to successfully fulfill the inherent duality of the role, both supporting and evaluating the faculty.
- A growth mindset that demonstrates a commitment to lifelong learning and to staying abreast of a rapidly changing global educational landscape.
- Excellent communication skills and the ability to navigate complexity and challenging situations with grace, diplomacy, courage and compassion.
- Capacity to thrive in a highly collaborative, fast-paced environment.
- Commitment to high engagement and visibility in all aspects of campus life.

### PERSONAL QUALITIES

- |                                      |  |
|--------------------------------------|--|
| • Integrity and high moral standards | • Communication skills                 |
| • Humility and authenticity          | • Creativity and problem-solving       |
| • Positivity and optimism            | • Self-reflection and a growth mindset |
| • Cultural competency                | • Consistency and reliability          |
| • Emotional intelligence             | • Organizational skills                |
| • Judgment and sound decision-making | • Work ethic                           |
| • Collaborative skills               |  |

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## APPLICATION PROCESS

Hopkins School retained the firm Resource Group 175 (RG175) to support its search for a new Dean of Faculty. If you wish to submit your application, please do so online at <https://rg175.com/candidate/signup>.

Application includes:

- Letter of interest
- Resume or CV
- A personal, leadership or educational philosophy statement
- One additional writing sample of your choice (included in the same PDF as the philosophy statement)
- Names of four current references and contact information (optional)

The deadline for receipt is **Wednesday, December 6, 2023**.

Molly King, [molly.king@rg175.com](mailto:molly.king@rg175.com)

Hopkins School believes that all persons are entitled to equal opportunity for employment and strictly prohibits discrimination on the basis of race, color, creed, sex, religion, national origin, age, gender, gender identity, physical or mental disability, veteran status, marital or civil union status, sexual orientation and/or other protected classes. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.