



**MAYFIELD SENIOR SCHOOL**  
*of the Holy Child Jesus*



**Position Statement**  
**Head of School Search**  
**Mayfield Senior School**  
**of the Holy Child Jesus**

**Pasadena, California**  
**Start Date: July 1, 2023**





## THE SCHOOL

Mayfield Senior School was established by the Society of the Holy Child Jesus in 1931 as a Catholic, independent, college preparatory school for young women in Grades 9-12. With an enrollment of 330 students, Mayfield occupies a gracious eight-acre campus in a beautiful residential neighborhood in Pasadena. Accredited by the Western Association of Schools and Colleges, the California Association of Independent Schools and the National Catholic Education Association, the school is a member of the National Association of Independent Schools and one of nine Holy Child Network of Schools in the United States.



## THE MISSION

Celebrating God's presence in one another and our world, and inspired by our founder Cornelia Connelly, Mayfield's mission is to provide young women an intellectually empowering learning community of joy and belonging, where students enact their faith and love by transforming the world with their God-given gifts. As one of nine schools in the Network of Holy Child Schools in the United

States, Mayfield Senior School shares in the mission of the Society of the Holy Child Jesus: "to help others to believe that God lives and acts in them and in our world, and to rejoice in the divine presence." As such, Mayfield's mission is rooted in the belief that knowledge is best gained in an atmosphere of disciplined thought, personal concern and religious awareness, seeking to foster each student's intellectual, spiritual, artistic, emotional and

physical gifts, thereby enabling each to make a meaningful contribution to society. Mayfield also challenges each student to reach beyond herself and render service to others. The measure of a Mayfield education goes beyond cumulative grade point averages, test scores and academic success. It plumbs the depths that touch character and virtue and finds expression in the motto of the Holy Child schools: "Actions Not Words."



### THE SPIRIT

“It’s not a school, but a community” is a statement heard frequently about Mayfield— whether from students, parents, teachers or alums. Infused with the Holy Child spirit of celebrating each person’s unique gifts and opportunities, the school seeks the good in every student and has been committed to educating the whole child since long before the term “holistic education” existed.

Mayfield offers a safe and secure campus. There is a pervasive sense of trust at Mayfield. It can be seen in the intentional way the faculty and students alike speak of its being a caring and compassionate place. Each member of the community is treated as an individual, challenged to “be yourself but make that self what God wants

you to be.” Again and again a visitor hears how wonderfully supported the students feel as Mayfield’s efforts at stress-reduction take root.

### ACTIONS NOT WORDS

When it comes to putting philosophy into practice, Mayfield is very clear - “Actions Not Words.” Couple this with the belief that there exists something larger than self and the result is an outward-looking student body, many of whom, as their predecessors have, will go into the “helping professions” – teaching, medicine, social work and the like. The daily reinforcement of the values upon which Mayfield was founded is very real. Small wonder that a teacher can say, “Values are like Vitamin C: the body doesn’t store them. They have to be renewed.” That conviction lies at the heart of Mayfield Senior School.

### THE COMMUNITY OF THE SCHOOL

The atmosphere of trust, caring and compassion that exists on campus embraces the entire school community. The timelessness of Mayfield’s values is such that it comes as no surprise when an alum says, “No matter what’s going on in the world, there’s always Mayfield. This place is home.”

The students come from across Pasadena and the San Gabriel Valley, from up in the hills of La Canada and nearby neighborhoods in Los Angeles, drawn to Mayfield by its reputation and by the opportunity to be themselves, to pursue their talents and interests in an environment that exalts the individual. The common denominators among Mayfield students are intellectual curiosity and friendliness. With diversity being 62% of the student body, the sense of unity is remarkably strong.

Taking course loads that are tailored to individual learning styles, the girls at Mayfield are hard-working yet fun-loving, serious about their studies but joyful about their lives. Although the course of study is demanding, Mayfield’s teachers and administrators have made concerted efforts in recent years to reduce stress in their students’ lives. Social-Emotional Learning now partners with Rigor as cornerstones of the course of study. One result is pervasive enthusiasm among the student body as performers and athletes find themselves supported and cheered on by schoolmates who might best be described as loving.



Not surprisingly, parents and families love being involved at Mayfield and are particularly proud to have their daughters there. They demonstrate their pride and affection in a variety of ways, including their active participation within the many opportunities for parent involvement including the Parent Board, the Athletic Boosters, the Patrons for the Arts and the Rosary Group. They also place a high premium on the spiritual development of their daughters. It is not uncommon to hear a comment about the school's "commitment to faith and Christian service." Nor is it infrequent that parents speak of the students' self-confidence, their ability to express themselves in both speech and writing, and their "can do" mentality.

Similarly, alums love their *alma mater*. With many living in the area, it is easy to see the Mayfield spirit perpetuate itself through the generations. The common bonds are strong and the school's standing in the community goes far beyond the legendary "Mayfield polish." Mayfield alums are strong, active women involved in the world around them, seeking leadership in business and civic affairs and doing their best to put their old school motto into practice: "Actions Not Words."

### **THE COMMUNITY BEYOND THE SCHOOL**

The City of Pasadena has cultural riches that are world-renowned: The Huntington Library, Norton Simon Museum, Caltech, the Jet Propulsion Laboratory, The Art Center College of Design, Descanso Gardens, Pasadena Playhouse, and more. These would be noteworthy for any city but for one of only 140,000 people, they are truly remarkable. The Rose Parade and Rose Bowl are world famous, as are the city's numerous buildings by Green and Green, Myron Hunt, and others of the California Craftsman style. Pasadena is a gem of a community, highly livable and reminiscent of many small towns in the east and Midwest. These assets, plus the proximity to Los Angeles and all that it offers, make this a highly desirable community in which to live.





## THE PROGRAM

Mayfield’s academic offerings are full and complete, with 22 Advanced Placement courses among them. It is a rigorous academic program, but not unreasonable in its expectations. Its aim is to foster curiosity and interest in learning that transcend the classroom. With classes averaging about 15 students, and many with 12, there is ample opportunity for close student-teacher contact and the daily expectation that each girl will be actively involved in her learning and participate in class discussions.

Graduation requirements call for four years of English and Theology, three each of Math, Foreign Language and Social Studies, two of lab science and fitness and wellness, and one full year of Fine Arts. Students are required to take six classes per semester, along with Christian Service obligations and Physical Education. Most Mayfield students exceed the minimum requirements and almost all take four years of a foreign language (or two) and four years of math, and most complete three years of lab science. More than 90% will have taken one or more AP courses by the time they graduate.

At Mayfield, girls don’t go it alone. Their breakthrough “Formation of Self” program aims to address essential health, wellness and developmental needs of students. The bold curriculum extends through all four high school years with age-appropriate topics addressed at each grade level. Classes meet about twice a month and are taught by a team of student support experts. At the root of the program lies one of Cornelia Connelly’s powerful statements: “Be yourself, only make the self all that God wants it to be.” The Formation of Self program helps students embrace their unique selves and appreciate others. Initiatives to promote Justice, Diversity, Equity and Inclusion are widely embraced as inherent, integral components embedded in the Holy Child Mission.

Mayfield students enjoy a robust sports program, with 65-70% participating in interscholastic athletics. The 12 varsity teams have enjoyed notable success in recent years, winning league championships in Tennis, Swimming and Diving, Track and Field, and Volleyball. The on-campus athletic facilities include a beautiful gym and a well-appointed weight room, while off-campus lie the fields and pools and diamonds enjoyed by the teams. The sports program is augmented by a Wellness program that includes yoga classes in the gym’s dance studio,

## QUICK FACTS

<b>Founded:</b>	<b>1931</b>
<b>Enrollment:</b>	<b>330</b>
<b>Size of Campus:</b>	<b>8 Acres</b>
<b>Students of Color:</b>	<b>62%</b>
<b>Full-time teachers:</b>	<b>45</b>
<b>Advanced Placement courses:</b>	<b>22</b>
<b>Endowment:</b>	<b>\$10.5 Million</b>
<b>Operating Budget:</b>	<b>\$12 Million</b>
<b>Non-Tuition Revenue:</b>	<b>\$1.3 Million</b>



and by the presence of two certified professional athletic trainers. Mayfield's athletes have proven themselves at higher levels, with a Big Ten soccer player and a swimmer in the SEC as of this writing.

Another noteworthy aspect of the curriculum is Mayfield's Conservatory for the Arts, a unique, advanced Fine Arts program that allows each participant to develop her skills in the arts. The Conservatory classes meet after school and are full-credit courses, just like the ones students take during the regular school day. The Conservatory offers classes in Creative Writing, Dance, Film and Media, Instrumental Music, Photography, Technical Theater, Theater, Visual Arts and Vocal Music. About one-third of the school's students are involved in the Conservatory and it is a program that has been emulated by a number of other schools.

### THE FACULTY AND ADMINISTRATION

Mayfield has 45 full-time teachers, nearly all of whom hold advanced degrees, including six Doctorates. The faculty seek to provide an educational experience for their students that is characterized by personal attention. Teachers take advantage of small class sizes to tailor their instructional strategies to accommodate their students' learning styles. They also try to create classroom settings that encourage discussion, collaboration and cooperation. With an average class size of 15, students have comfortable access to their teachers, both inside and outside the classroom.

The administrative team at Mayfield is what one would expect in a good independent school: a Head of School (in place since 2015), an Associate Head for Strategic Initiatives; an Assistant Head for Academics; a Dean of Students; Directors of Admission, College Counseling, Communication, Finance, JDEI and Guidance. There is also a Director for the Conservatory and one for the Formation of Self, a four-year program required of all students.

### THE BOARD OF TRUSTEES

The Board at Mayfield is comprised of 23 members, mostly parents or former parents, and nine of whom are alums. Included in this number are a Representative of the Society of the Holy Child Jesus and a Jesuit priest. The Board is self-perpetuating, meets five times per year and has the following committees: Advancement, Audit, Buildings and Grounds, Finance, JDEI, Mission, Risk and Trusteeship, in addition to an Executive Committee.

### FINANCIAL OPERATIONS

The School's operating budget is covered through 87% tuition and 20% fundraising and other revenue sources. Mayfield Senior's tuition is \$32,000 for the 2022-2023 school year. Modest increases in tuition have taken place over the last five years to account for growing programs and an



effort to maintain competitive salaries for faculty and staff. The Board has maintained a conservative approach to managing the financial operations of the School during the largest Capital project in the history of the institution. The board has secured an \$8 million loan to bridge the gap between construction costs and ongoing fundraising for the campaign of \$17.5 million. To date, the school has raised \$7.5 million towards its goal of \$10 Million in cash and pledges and \$1.5 Million towards the planned giving goal of \$7.5 Million to cover the costs of the Capital project. In addition, early on in the project the Board designated a \$2.5 million contribution from the unrestricted endowment to support the immediate needs of the project. Mayfield's endowment fund is \$10.5 million as of the Summer of 2022. Ongoing fundraising for operations from the Annual Fund is targeted at \$1.35 million. In addition to the Annual Fund, the School aims to raise money every year for endowed scholarships and programs. The School hosts an Annual fundraising Benefit in the Spring.



## THE OPPORTUNITY

### Key Leadership Opportunities and Challenges Ahead

As a strongly academic Catholic high school for girls in the 21st Century, Mayfield must deal with a number of significant issues in the coming years, among them:

- Being true to the spirit of the Society of the Holy Child Jesus and its mission in the world by providing an authentic Catholic education while responding to students who come from homes of varying faiths
- Creating a high-functioning administrative team with job descriptions, delineated responsibilities and authority that will improve responsiveness and communication
- Containing tuition and costs while striving to improve salaries, increase financial aid and diversity
- Continuing the Capital Campaign, currently around \$9 Million, to its goal of \$17.5 Million
- Constructing a more interdisciplinary curriculum while eliminating “silos”
- Improving lines of communication between faculty and administration
- Providing a future vision for Human Resources
- Creating the next strategic and master plans

## THE SUCCESSFUL CANDIDATE

The Search Committee encourages those who feel qualified to lead Mayfield Senior School to apply for the position. The successful candidate will most likely have taught and held positions of significant responsibility in an independent school and be committed to a Catholic education for young women in the spirit of the Society of the Holy Child Jesus. Experience in girls’ schools and Catholic schools will certainly be a plus. More specifically, the successful candidate will:

- Have extensive experience as an educator and as an administrator in a significant role, preferably at the high school level
- Be a team-builder and collaborator
- Be well-versed in 21st Century curricula and pedagogy

- Know the intricacies of independent school financial management
- Possess higher-order communication skills in speech and in writing
- Know current best practices in teaching and work with faculty to implement them
- Embrace all aspects of fundraising
- Be a quick study when it comes to learning all the faculty and students
- Act as “head teacher” of the faculty
- Solicit and welcome feedback from employees, students, parents and alums
- Be Mayfield’s face and voice in the broader community
- Demonstrate experience in leading and inspiring high school teachers
- Maintain an “Open Door” policy for students and teachers
- Emphasize the need for ongoing professional development for faculty and staff
- Take a joyful approach to running the school, arriving early, staying late, going to games and plays and concerts, being a force for Good in the community on campus and beyond
- Build relationships with donors, neighbors and key members of the Pasadena Community
- Create a year-long 75th Anniversary Campaign complete with milestone celebrations that will commence September of 2025 and continue for that entire academic year
- Provide visionary leadership to facilitate the development and implementation of the school’s next strategic plan and the New Century master plan

## HOW TO APPLY

Interested candidates should email a cover letter detailing their interest in Mayfield, a resume, and a writing sample to the applicant portal at <https://rg175.com/candidate/signup>. The deadline for applications is August 15, 2022. The consultants assisting this search are:

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