



The Chestnut Hill School
Educating. Engaging. Inspiring.

HEAD OF SCHOOL

July 1, 2017

THE CHESTNUT HILL SCHOOL

Chestnut Hill, Massachusetts

THE OPPORTUNITY

If you can imagine yourself leading one of the truly outstanding elementary schools in the Boston area, a school with excellent stability, a superb location, a strong faculty, and supportive and loyal parents, then The Chestnut Hill School might well be the right next spot for you. Schools with this combination of assets do not come along often. Read on for the details of an extraordinary opportunity.

THE SCHOOL

Overview

Founded in 1860, The Chestnut Hill School (CHS) enrolls 270 students in grades Beginners (age 3) – Six and has long been considered one of Greater Boston's pre-eminent elementary schools. CHS has a strong tradition of providing an outstanding and broad education for young children in a diverse and enriched setting. Graduates emerge with self-confidence, strong academic skills, well-developed artistic sensibilities, and physical assurance and enter Boston's leading secondary schools. Healthy in enrollment and finances, CHS has an extremely loyal parent body, a faculty committed to the school's mission, and bright, spirited, and engaged students.

Campus and Location

The school is located in the village of Chestnut Hill, 6 miles west of Boston and just a stone's throw from Boston College and the Chestnut Hill Reservoir. The campus is beautiful, is in keeping with the surrounding residential neighborhood, and is anchored by a historic building that is both functional and home-like. The school has all the requisite facilities to fulfill its mission

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including art studios, a playing field, gymnasium, performance space, library, science and tech facilities, and fine classrooms. The facilities are an excellent match for the very dynamic program at the school.

One of CHS' great advantages is that it is highly accessible: the Green Line station for Chestnut Hill is only 100 yards from the school and the campus is very close to both Route 9 and Beacon Street, major arteries for the Metro West area.



THE MISSION

Chestnut Hill lives its mission every day. The pillars of its mission are academic excellence, community, and diversity and CHS has long been committed to all three. The program is rigorous while remaining developmentally appropriate and child-centered. Students leave the school with very strong academic skills and preparation, but rigor here is defined as more than hard work. At CHS it means that students have experienced some depth and quality in the program in any one of a variety of areas: academic, extra-curricular, artistic, and/or athletics.



The sense of community is palpable at the school; parents describe it as one of the prime factors in choosing CHS. One parent said, "I felt welcomed from the first day I walked into the school. It was different here than in the other places." Evidence of the strong community feel can be found in the high degree of volunteerism and the extraordinarily high percentage of parents (94%) who support annual



giving. The CHS Family Association is famous for its level of commitment to the school and its goals and has benefitted from excellent leadership over the years.

The school has a long history of commitment to diversity in all its forms and truly “walks the talk”; forty-five percent of the students identify as “of color”. There is a generous financial aid budget which helps create a healthy socio-economic mix. In the last decade an extraordinary number of families from a wonderful blend of ethnicities, family structures, and backgrounds have been attracted to the school, making it a true 21st century community.

THE SCHOOL’S ASSETS

Faculty

The school has a first-rate and professional faculty that is committed to the students. These are passionate teachers with 60% holding advanced degrees and there is a good mix of veterans and relative newcomers. They describe their colleagues with genuine affection and speak of abiding friendships. Loyalty to the school’s mission is deep, with teachers holding strong feelings about the inseparability of the three tenets of the school’s mission.



There is a long-standing teaching intern program that provides classroom assistance in every grade. Many of the interns are CHS alums, testimony to the abiding impact that school has had on its graduates. Interns stay for an average of two years, with most going on to graduate school or to full-time teaching opportunities.

Program

The CHS program is rich and varied and fully engages its students. It is built on the notion that excellence is best achieved in a diverse, nurturing, and inclusive community where learning is infused with meaning, purpose, and joy. Learning is active, multi-faceted, and focused on the student. There is support for divergent learners and a wide variety of offerings both in and out of the classroom.



This is a program that is very strong in basic areas: mathematics, humanities (especially writing) foreign language (Spanish), social studies, and hands-on science. The school prides itself on a teaching model that allows small group instruction in reading and mathematics, with fluid groupings that are tailored to the specific needs of each child. CHS has a fabulous arts program, with highlighted performances throughout the

year, and a great fine arts faculty. Physical education is part of every child’s experience and the school plays inter-scholastic sports at the 5th and 6th grade level. A few program highlights might lend some additional flavor:

- **STEAM.** CHS has developed a strong program in these areas with robotics, design, engineering, and woodworking begun at the early grades. Collaboration is encouraged throughout the processes. A formal robotics team competes in the First Lego League.
- **Performance.** Concerts, plays, and assemblies are part of the rhythm of the school with students frequently presenting in public. The Chestnut Hill School for Music is well-known in the area: all students in grades K and 1 take violin and many continue with private lessons after school.
- **Leadership.** CHS offer extraordinary opportunities for leadership among its Upper School (grades 4 – 6) years. Many CHS graduates have gone on to be leaders in their secondary schools.

- **Diversity, Equity, and Inclusion (DEI)** are part of the lifeblood of CHS. There is a long history of commitment to these values and they are fostered throughout the school and in its curricula.
- **Summer Program.** There is a very strong and profitable summer program that enrolls over 500 students each summer in a variety of activities. This program complements the year-round school beautifully.
- **Technology.** All students have extensive exposure to classroom-based technology, including a digital literary curriculum, an optional typing class before the start of the class day, and laptop/iPad carts that are used throughout the school in all subject areas.
- **Outplacement.** CHS has excellent placement in the appropriate secondary schools. While the list is varied and long, many of the schools are among the very best in the Boston area. In short, the school does a great job of preparing and placing its students.

Please go to www.tchs.org to learn more about the richness of the program at Chestnut Hill School.

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Administration and Staff

CHS has been well run over the years and is stable in its leadership. The folks who work in support of the faculty are every bit as committed to the mission as those who teach. In addition to the Head of School, there is an Assistant Head, Director of Advancement, Director of Admissions and Enrollment, Director of Finance, and Director of Operations and Financial Aid. These leaders are supported by a number of associates and assistants. There is also an Advocate for Diversity, Equity, and Inclusion and a four-person IT team.



Board

The CHS board is comprised of 24 members who reflect the diversity of the student body. The board is committed, cohesive, and has a clear understanding of its role as a governing body and respects the boundaries that exist in a healthy board/school relationship. It is engaged in strategic initiatives that include:

- Financial sustainability via revenue enhancement and a \$7.5 million dollar effort to increase endowment for salaries, financial aid, and development of a new community space
- Marketing and communications to ensure full enrollment
- Support for program advancements and 21st Century curricula
- Implementation and sustaining the DEI work
- Campus enhancements





CHALLENGES

The Chestnut Hill School is extraordinarily vibrant and healthy. However, like nearly every independent school in 2016, there are on-going challenges to be met if the school is to enhance its place in the community and maintain its vibrant programs and ethos. These include:

- **Endowment:** Although running a solidly balanced budget, the school’s endowment is relatively small and CHS relies heavily on tuition. There is a significant focus on building endowment over time to relieve longer-term pressure on the operating budget in areas like faculty compensation and financial aid. CHS is currently engaged in the early phases of a \$7.5 million dollar campaign that will more than double the existing endowment.
- **Communication:** Lines of communication with the faculty will be an important component of the next head’s work. Clarity and transparency are increasingly critical as the complexity of school life increases.
- **Diversity:** While the student body remains very diverse, it has been a challenge to attract and, especially, to retain a comparable percentage of teachers and staff who bring diversity to the school. This will be a top priority for the next Head of School.
- **Marketing:** The school is situated in an area with many independent school options and some of the country’s best public school districts. The CHS “value proposition” needs to be clear and to be communicated to the greater community.

THE CANDIDATE

The successful candidate for the CHS Head of school position will need to be:

- An inspiring, motivational, and charismatic leader.
- A true educator with experience working with faculty in partnership for the benefit of the students.
- Someone who is committed to supporting diversity, equity and inclusion.
- An excellent communicator with children, with faculty and staff, with current and prospective parents, and with secondary schools.
- A person who is engaging and personable with excellent people skills.
- A person who is willing and able to take a leadership role in fund-raising endeavors
- Someone who can articulate the school's unique value proposition
- Visible, accessible, and open
- Someone who can quickly engage in out-placement and make meaningful connections with the leading secondary schools in Boston.
- A skilled manager capable of supervising and coordinating the work of several administrative departments.

DATA ABOUT THE CHESTNUT HILL SCHOOL

Enrollment:	270 students in grades Beginners-6
Faculty & Staff:	71 (47 hold advanced degrees)
Students of Color:	45%
Financial Aid:	22% of the students receive aid
Class Size:	16 (average)
Reach:	28 cities and towns
Endowment:	\$6 Million

APPLICATION PROCEDURE

Interested candidates should communicate with, and send:

1. CV
2. Cover Letter
3. Personal statement

TO:

Clay V. Stites
Resource Group 175
clay.stites@comcast.net
508-981-4872