



**MORAVIAN
ACADEMY**



Position Statement

Associate Head of School

Start Date: July 1, 2024

Moravian Academy

Bethlehem, Pennsylvania



Moravian Academy

Associate Head of School Position Statement



OVERVIEW

As the ninth oldest independent school in the nation and premier independent school in the Lehigh Valley, Moravian Academy is seeking a new Associate Head of School. Today's Moravian Academy offers every student more ways to explore—and become—their most authentic and successful self. On three intentionally distinct yet philosophically united campuses, we celebrate, support, challenge, and learn from each other, preparing young people to step confidently toward the college and the future of their choice, and to make a meaningful difference in their local and global communities.

Founded in 1742, Moravian Academy is a Preschool through Grade 12 coeducational college preparatory school comprising over 900 students and 200 faculty and staff on three distinct campuses across the Lehigh Valley, each tailored to a distinct student experience and culture:

- The Historic Downtown Campus (preschool-grade 8), situated alongside the national historic landmark in the heart of the City of Bethlehem.

- The Swain Campus (preschool-grade 8), a 22-acre contemporary campus in the beautiful west end of Allentown.
- The Merle-Smith campus (grades 9-12) situated on 120 acres of bucolic green expanse in Bethlehem township.

The Associate Head of School at Moravian Academy will inherit a special opportunity. Moravian is a school with a storied history and is committed to timeless traditions and values, with its sights on the future. There is a visionary, strategic, and experienced head of school. There is a talented and dedicated faculty. There are motivated, curious, and compassionate students who take pride in both accepting and celebrating one another in a warm inclusive community. There are signature academic and experiential programs including, a Spanish Immersion program on the Historic Downtown Campus, Public Speaking and Experiential Learning on the Swain Campus, and the Comenius Project (honors independent study) on the Merle-Smith Campus. In addition, a robust number of co-curricular and extracurricular activities are available for students across all three campuses.

MISSION

Moravian Academy's mission empowers us to become limitless learners as we discover new ideas and create new self-expressions. We do more than check boxes; we celebrate the unique potential of every individual. Our path to academic excellence harnesses the teachable moments of both success and failure, as we explore the complexities of our world with curiosity, confidence, and compassion. Our commitment to courageous conversations means that we actively learn from and support the different identities we embody, we respect each other's views, and we lead with head and heart. Immersed in an environment of love and understanding, our students answer the questions: "Who am I and who can I become?"

*Note: A mission-vision task force is working on an updated, more succinct mission and vision for the Academy that will be rolled out later this year.



DIVERSITY, EQUITY, INCLUSION, & JUSTICE

The Moravian Academy Board of Trustees believes that educational excellence depends upon understanding and valuing the unique way each member of the Moravian Academy community experiences our shared human journey. To that end, the Board is committed to ensuring that all families and staff feel welcomed as members of the community and supporting efforts of the school to provide students with the skills needed to process multiple perspectives with civility and respect in the spirit of love and understanding. As part of the Board-specific strategic plan, the Board of Trustees has created a Board DEIB committee to lead trustee education on the topic of DEIB and support the administration in this work in a comprehensive way. During the 2023-24 school year, the school is partnering with a consultant to work with the administration to complete a DEIB audit, which includes education for administrators, trustees and employees, and a review of curriculum, policies and procedures with a goal to strengthen a community of belonging.

A Director of Community, Inclusion and Belonging works with faculty Diversity Coordinators on each campus to promote a community of belonging. The all-campus theme for the 2023-24 school year is "Architects of Belonging" and faculty and staff across all three campuses are committed to supporting an environment where all individuals feel valued, respected and psychologically safe as members of the community. A new Bias Education & Response System has been developed to create a response and system that is equally proactive and responsive to incidents of bias and identity-based harms. It seeks to create an "upstander" culture on our campuses. This new system centers preventive, intentional and research based best practices for psychological safety and relational discipline protocols. It provides clear protocols for reporting incidents of bias and interrupting bias when it is occurring.



A NEW STRATEGIC PLAN

A year in the making, the strategic plan was developed to provide a long-range view of future school priorities created through a highly inclusive and participatory process. A sixteen-member Strategic Planning Executive Committee, comprised of faculty, trustees, administrators, alumni and students led the process. They then invited over 100 community members to participate on design teams to propose initiatives for consideration rooted in research. The final strategic plan has been organized into three key areas of focus: Enhance Our Foundation; Expand Our Impact; and Elevate Our Sustainability.

Key academic initiatives in the strategic plan include:

- Establish key indicators of academic outcomes and consistency across campuses aiming to provide the best foundational framework for developing future leaders.
- Enhance the quality and effectiveness of project-based and experiential learning across our campuses to improve learning outcomes and prepare students for the future.
- Design and establish a Center for Civic Leadership and Innovation with signature programs in:
 - o leadership training and development,
 - o civil discourse,
 - o exponential technologies, and
 - o environmental and climate change studies.
- Design and implement learning support for gifted and non-traditional learners.

The Associate Head of School will play a key role in the development and implementation of these academic initiatives.

Visit the [school's website](#) to learn more about the strategic plan.

THE ACADEMIC PROGRAM

With three campuses—one for high school students and two that each support students in preschool-8th grade, Moravian Academy offers programs that are intentionally distinct, yet philosophically united. In inspiring spaces resounding with our nation's history, Historic Downtown Campus students build academic prowess and personal character simultaneously. Students are challenged by transformative, engaging signature programs, like Spanish Immersion and Suzuki Strings. They are embraced by the warmth of the community and Moravian traditions, including a weekly chapel service in a historic building where George Washington and Samuel Adams once worshiped.

On the twenty beautiful acres of the Swain Campus on the west end of Allentown, children delve into energizing outdoor experiences and confidence-building performances. This secular, project-based curriculum fosters academic expertise, creative problem-solving, compassionate leadership, and a profound love of learning.



The programs of the Historic Downtown and Swain Campuses ensure students emerge as ethical, proactive, and thoughtful learners and leaders, thoroughly prepared for our Upper School. The distinctive college-like atmosphere of our Merle-Smith Campus provides a setting in which students pursue their own interests, talents, ambitions, and leadership capacities. Guided and inspired by expert faculty members, students engage in complex cooperative projects and advanced independent research. Students celebrate beloved traditions and further develop personal passions and curiosities, stretching beyond their comfort zone to explore academics, the arts, athletics, affinity groups—or all of them at once. Students increasingly take charge of their education and graduate ready to excel in the college and future of their choice. Moravian Academy offers Upper School students a challenging college preparatory program. The Upper School offers fifteen Advanced Placement courses and several additional Honors electives. This past year, seven Moravian students achieved finalist or semifinalist status in the National Merit Scholarship competition. The School's college placement record is strong but, more importantly, Moravian students excel at any college and university at which they find themselves. A Moravian senior recently commented, "Moravian prepares students for the workload, expectations of writing and knowledge, and academic performance of college."

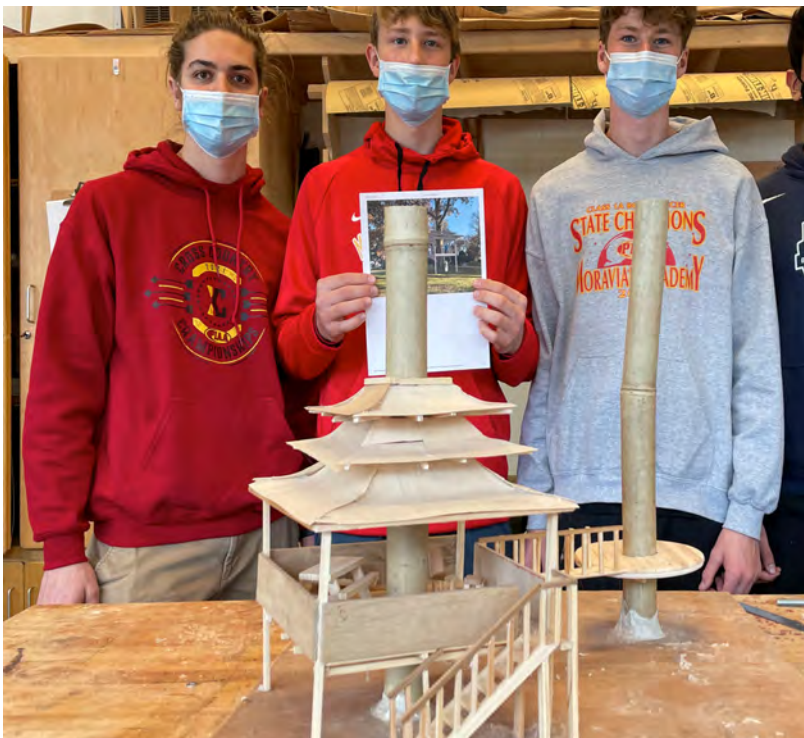
Moravian Academy takes full advantage of opportunities generated by being a Preschool through Grade 12 institution. While the Merle-Smith Campus is dedicated to upper school students, there are numerous opportunities for upper school students to engage with the younger students from the other campuses and for younger students to have access to outstanding role models. All Moravian seniors serve as buddies for first grade students and pair up with them for the annual Red, White & Gold games, Halloween Parade, and other events. There are also numerous additional mentoring opportunities that span from extracurricular to co-curricular programs.

The Educational Leadership Team collaborates to lead and advance the academic program and student experience across all campuses. The team ensures that while the student experience may be different across the campuses, the overarching values of the school, skill building, and support are consistent. A key component to ensure consistency in the skill building will be guided by the Portrait of a Graduate, which is in the process of being finalized. The portrait, along with the school's core values, will soon be finalized and are slated to be approved by the Board of Trustees in November with a community roll out in January. It represents our aspirations for all our students, and highlights the skills and habits of mind that we believe are crucial for success in a rapidly changing and complex world. While mastering all of these skills is a lofty goal, we believe that striving, failing, and recommitting to them is an essential component of personal growth. Key skill sets in the portrait are likely to include: Resilient & Adventurous Learners; Critical & Creative Thinkers; Collaborative & Confident Communicators; Empathetic & Compassionate Leaders; and Ethical, Inclusive & Global Citizens.

COLLEGE PLACEMENT

Moravian Academy is proud of its long track record of success guiding its students through the college placement process and the current college counseling staff has earned the plaudits of the Moravian parents. The college counselors, recently called by one Moravian senior as "AMAZING", view themselves as educators, first and foremost, who use the college admission process as yet another opportunity to empower Moravian students to grow, explore and take ownership of their search, eventually making informed decisions about a college or university that will suit their talents, interests, and career plans. College counseling staff also offer parents comprehensive and informed assistance about the latest trends in order to ease the anxiety and demystify the college admissions process. They do so by offering a series of developmentally appropriate seminars, parent information nights, guest speakers, panel discussions, individual student and family meetings, and other programming.

Moravian graduates [enroll in renowned colleges and universities across the country](#) and, more importantly, flourish at even the most rigorous of them as a result of their academic preparation, their habits of mind, their character, and their experience as inveterate contributors on a campus. In short, Moravian graduates serve to encourage these selective schools to give Moravian candidates careful consideration every year.



ATHLETICS AND PHYSICAL EDUCATION

Moravian Academy believes that athletics and physical education are an integral part of the Upper School student experience. Students are expected to become knowledgeable about and committed to maintaining a sound, healthy body, and to develop physical skills that will permit them to enjoy competitive sports. The School's strong physical education programs are complemented by 48 teams across 15 sports and begin in middle school. The program provides the opportunity to improve skills, build confidence, learn teamwork, practice good sportsmanship and enjoy healthy competition. The participation rate in team sports is high (80%); a separate health and physical education class is required of all students. The Athletic Director, who reports to the Head of School, oversees Physical Education and Athletics across all three campuses and works with Athletic Coordinators on the Historic Downtown and Swain Campuses to implement middle school programs.

Moravian Academy is a member of the Colonial League, District XI, and the Pennsylvania Interscholastic Athletic Association (PIAA). Moravian Upper School teams and

students have garnered considerable recent success. In the 2022-23 school year, the Boys soccer team, for example, won the State Championship and both the Boys and Girls soccer teams won the Districts. The Girls field hockey team were District semifinalists. The Boys Golf team is the reigning Colonial League Champions. A Moravian senior golfer was the Colonial League and District champion and finished 4th in the State. The Girls tennis team were District Champions. A Moravian senior Girls tennis player won the Districts. A Moravian freshman Girls Cross Country runner was crowned State champion.

Athletic facilities on the Merle-Smith campus are outstanding. The 40,000 square foot Athletic and Wellness Center includes two basketball courts, a multi-purpose gym, and a well-equipped fitness center with strength and cardiovascular training equipment, as well as athletic training facilities staffed by St. Luke's Health Network. Outdoor facilities include game fields for soccer, field hockey, and lacrosse, baseball and softball diamonds, tennis courts, and associated practice fields.

THE ARTS

In a recent survey, when students were asked for their feedback on the values that were most important to them, the number one choice was "creativity." Moravian Academy students are curious and creative. There are opportunities for students on all three campuses to engage in artistic pursuits, be they visual or performing arts. The Swain Campus has a robust theatre, music, and makerspace and art program, including electives for middle school students to participate in rock bands. The annual 8th grade chair project is a beloved tradition, where students create artistic representations to convey perspective and philosophy. The Historic Downtown Campus has a long history of an exceptional Suzuki strings program, along with concert and jazz bands, a handbell choir and chorus. Other visual and performing arts opportunities round out the program on the Historic Downtown Campus. When students



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matriculate to the Merle-Smith Campus, their performing and visual arts opportunities progress toward mastery with abundant experiences in public performance and selective performing arts groups. In addition, students can participate in the annual Coffeehouse tradition, a beloved—high end talent show that features diverse performances to sellout crowds for two nights in a row. Musicals and Plays are supported by the community. An annual art show features the talents of the upper school students, including the pieces produced in the professional woodshop course—currently featuring handmade guitars—and portfolio photography, 3D pieces, and painting and drawing.

SUSTAINABILITY

Moravian Academy recognizes that it must do its part to foster a more sustainable world. On the Merle-Smith Campus, in addition to recycling and composting of food, there is a butterfly garden, a robust apiary, and a community garden. The 40,000 square foot Athletic and Wellness Center is LEED certified and the driveway is constructed with sustainable materials. Wildlife is abundant on campus, in particular bird life including raptors, migrating geese, and owls who enjoy the environment of Green Pond on campus, a resource that is available to students to enhance their studies of the aquatic environment.

Please visit the Moravian Academy website at: <https://www.moravianacademy.org> to learn more about the School's history, mission, traditions, faculty and students, facilities, curriculum, co-curricular and extracurricular programs, commitment to diversity, equity, and belonging and commitment to environmental sustainability.

THE POSITION

The Associate Head of School reports directly to the Head of School serving as the Chief Academic Officer responsible for providing leadership for the School's overall academic program. The Associate Head of School sits on both the Senior Leadership Team (led by the Head of School), and the Educational Leadership Team (that the Associate Head leads with participation by the Head of School). The Head of School and Associate Head of School maintain a highly collaborative working relationship and work closely together to support members of the Educational Leadership Team who collectively implement the academic vision and student experience at Moravian Academy. The Associate Head of School should have deep experience as an academic leader with the ability to provide counsel and mentorship to Campus Directors as they implement the program on their campuses.



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Duties and Responsibilities

The primary duties and responsibilities of the Associate Head of School will include all of the following:

- Guides and leads all aspects of the Preschool-12th grade academic program schoolwide.
- Supervises and supports 3 campus directors, who also maintain a dotted line reporting function to the Head of School
- In collaboration with the Campus Directors, oversees all facets of faculty recruitment and hiring to achieve mission-driven hiring outcomes.
- Collaborates with the Campus Directors to create and implement a professional growth-oriented faculty evaluation program.
- Provides strategic programmatic and budget oversight for and management of a robust, multi-campus faculty professional development program.
- In collaboration with the Head of School and Campus Directors, co-develop and communicate across constituencies a curricular vision for the School.
- Leads Educational Leadership Team (Campus Directors and Assistant Directors) to strengthen academic continuity, enhance curricular and extracurricular programs, and foster curricular alignment across campuses, divisions and disciplines.
- Work with campus leadership teams to refine and finalize Portrait of a Graduate. Use Portrait of a Graduate to guide the creation of Signature Programs unique to each campus.
- Collaborates with Educational Leadership Team to assess, document, and develop the curricular program and recommend teacher professional development to support the vision, goals and strategies for school improvement.
- Collaborates with Campus Directors to ensure appropriate transitions for students between divisions and campuses.
- Collaborates with Campus Directors to guide department leaders school-wide to include assistant directors, department chairs, student support, nursing staff, etc., ensuring they meet regularly for purposes of coordination and program development.
- Provide support to Campus Directors as needed with respect to student well-being, behavior, development and performance.
- Serves as a consultant to Campus Directors in matters of classroom management, teaching methods and school procedures.
- In collaboration with the Campus Directors, designs a new teacher orientation and support program, inclusive of a robust year-round mentoring program.
- Attends special events, officiates at school events and assemblies.
- Collaborates with the Head of School and Leadership Team to update the Student and Parent Handbook and Employee Handbook.
- Maintains expertise through Professional Development.
- Identifies and builds relationships with partner organizations in support of the school's mission.
- Partners closely with the Head of School and stands in for them when necessary.
- Performs other duties as assigned by the Head of School.

CHALLENGES AND OPPORTUNITIES

The next Associate Head of School should be prepared to support a dynamic and innovative Head of School and collaborate with a forward thinking and devoted school community to fulfill the School's mission and to lead wisely and boldly by embracing current challenges and seizing new opportunities. These challenges and opportunities include but are not limited to the following:

- A key value of faculty, students and parents is community. The Associate Head of School will need to build relationships with these constituencies that enhance the sense of community through appropriate communication, facilitating events and activities, and holding all accountable to fostering an environment of Belonging. Working with the Director of Community, Inclusion and Belonging as well as the Campus Directors will be essential, as will being a highly visible leader, including welcoming students at carline, and attending student athletic events and performances.
- Moravian Academy is known throughout the Lehigh Valley as the premier educational institution in the area due to a long history of high achieving students matriculating to top colleges and universities around the country. With the changing landscape of college admissions, along with the evolving skill sets needed to thrive in a complex world impacted by climate change, artificial intelligence and political discord, the next Associate Head of School will need to partner with the Head of School, Campus Directors and other collaborators to examine the curriculum and create signature programs to respond to this new reality while maintaining the school's reputation for academic excellence.
- The Associate Head of School has the unique opportunity of serving as the educational leader of a three-campus school, while having the support and collaboration of a Head of School, and Educational Leadership Team. A key challenge ahead is to work with these team members to strengthen the overall academic program at Moravian Academy, including ensuring vertical curriculum alignment from Preschool through Grade 12.
- The Moravian Academy faculty includes many individuals who have taught at Moravian Academy for decades, along with a number of relative newcomers. The Associate Head of School will need to form authentic relationships with this diverse group of faculty and staff, motivating and inspiring them to engage in ongoing professional growth, evolve in response to the global challenges that young people face, and design new innovative curriculum and programs.
- With the 2020 merger of Swain School with Moravian Academy, there is an opportunity to strengthen matriculation from the Swain 8th grade to the Merle-Smith Campus. In addition, there is an opportunity to raise the visibility of Moravian Academy's excellent Upper School program in the Lehigh Valley. The next Associate Head of School should be prepared to support overall enrollment goals by articulating the school's value proposition, communicating regularly with prospective families, and participating in community events to raise the profile of the school in the Lehigh Valley.
- Moravian Academy has many high achieving students, some of who would benefit from the support of Learning Specialists, others who would achieve more through the support of a Gifted Coordinator. The next Associate Head of School will need to assess the current makeup of the student body to determine how best to help each student to reach their unique potential and make recommendations to the Head of School to create a first in class individualized support program with appropriate differentiation, however, additional staffing and professional development will be key.



KEY QUALIFICATIONS AND QUALITIES

The successful candidate to become the next Associate Head of School will be a mission and values driven leader, an experienced academic administrator and teacher, and will embody and demonstrate most, if not all, of the following qualities, competencies, characteristics, and experiences:

- Master's Degree or post graduate work in subject matter or equivalent with a preference in education, educational administration, or instruction.
- A minimum of five years teaching and leadership experience in an independent school environment.
- Demonstrated leadership and facilitative skills.
- Possesses a passion for independent school education and has demonstrated experience balancing strong leadership/ discipline of students in an engaging environment built on respect and community.
- Ability to balance and prioritize the needs of the school.
- A leader and team builder who brings joy, kindness, maturity, and flexibility to the school environment, calling individuals into the work and supporting them in their development.
- Superb interpersonal, written, and verbal communication skills as well as a proven ability to work with a diversity of colleagues and stakeholders at all levels.
- High integrity, commitment to confidentiality, and the ability to handle sensitive information with a high degree of discretion.
- Ability to supervise and manage multiple functions and activities.
- Talent for identifying, selecting, and retaining outstanding administrators, faculty and staff as well as supervising and developing them and encouraging their professional growth.
- Experience with building and supporting diverse, equitable, and inclusive communities.
- Personally committed to diversity, inclusion, and belonging, and holding individuals accountable for discriminatory behaviors or actions.
- A strategic thinker who sees the larger picture, can identify and define problems and implement appropriate solutions.
- Willingness to lead in alignment with the mission, values, and history of the school.
- Pedagogical background to evaluate curriculum and course materials.
- Collaborates well with colleagues of diverse backgrounds on pedagogical approaches, curricular alignment and instructional strategies.
- A very high level of energy, creativity, and flexibility.
- Enthusiasm for personal and professional growth.

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TO APPLY

Candidates interested in applying for the position of Associate Head of School at Moravian Academy should do so online at: <https://rg175.com/candidate/signup>

- Application includes:
- Letter of interest (cover letter)
- Resume or CV
- Personal statement (educational or leadership philosophy)
- One other writing sample of your choice (optional)
- Name of four current references and contact information

The deadline for receipt of full application materials is Friday, December 15th. For any questions, please contact John Green of RG175 at: john.green@rg175.com