



FORDHAM PREP

Jesuit Education is Faith, Scholarship & Service

Dean of Faculty (Full-Time Administration)

The Institution

Founded in 1841, Fordham Prep is a Catholic Jesuit college preparatory school for young men located on the Rose Hill Bronx campus adjacent to Fordham University in New York City. With approximately 950 students enrolled in grades 9-12, Fordham Prep draws young men of diverse backgrounds from throughout the boroughs of New York City and its surrounding suburbs. Fordham Prep's mission is to form leaders committed to faith, scholarship, and service through a college preparatory education in the Catholic Jesuit tradition.

The Position

Fordham Prep seeks a qualified candidate to become the next Dean of Faculty beginning July 1, 2022. The Dean of Faculty reports directly to the Principal and exercises direct responsibility in the areas of school life that deal with the faculty and effective classroom instruction. The Dean of Faculty supports the professional growth and formation of the faculty of Fordham Preparatory School, and is responsible for developing and implementing processes and programs that form the Prep faculty as effective Ignatian educators. The Dean of Faculty has a specific mandate to assist faculty in the integration of professional development activities that support and further the Ignatian identity of the school as well as the fulfillment of the school's strategic plans.

The Dean of Faculty will have a lead role in developing a forward-looking teacher formation and support system that reflects our Ignatian mission, the Profile of an Ignatian Educator, best practices in teacher formation, new teacher orientation and support, best practices in educational technology and 1:1 instruction, and a deep understanding of how adolescent boys learn. The Dean of Faculty should be an exemplary leader who models effective teaching, inspires a shared vision, and encourages continuous professional growth in the spirit of Ignatian values. As such, he or she will foster a learning culture that promotes academic excellence combined with a lifelong openness to growth and a commitment to the service of others.

The Dean of Faculty collaborates with the Principal and the Administration in caring for the overall academic and professional life of the school. The Dean of Faculty works closely with the Assistant Principal for Academics, Assistant Principal for Student Life, Dean of Students, Administrative Coordinator, and Department Chairs in the support of all teaching faculty.

This is a full-time, 12-month administrative staff position with full benefits. Work hours may vary and will include evenings and weekends. Salary is competitive for the New York City area and is

commensurate with experience.

Ideal candidates will bring experience working with adolescents as an educator and administrator in a secondary school setting and be able to support the school's mission of fostering young men of academic excellence and good moral character through a commitment to the ideals of Catholic, Jesuit education.

Primary Responsibilities

Faculty Development, Evaluation, and Supervision

- Advises the Principal in the selection and hiring of new faculty.
- Organizes and supervises the New Faculty/Staff Orientation.
- Coordinates the evaluation and supervision program for all faculty, including the schedule of observations for administrators, department chairs, and peer teachers.
- Observes and evaluates faculty members on a regular basis, both non-tenured and tenured.
- Coordinates all student surveys to provide regular feedback to faculty.
- Coordinates the agenda for faculty professional days in consultation with the Principal.
- Administers and oversees all faculty professional development within the school.
- Approves all faculty professional development opportunities and related expenditures outside of school.
- Encourages faculty to seek professional growth opportunities through the Jesuit Schools Network, the New York Association of Independent Schools, and other educational organizations.
- Collaborates with the Vice President for Mission Integration and Planning with regard to Ignatian formation of non-tenured faculty and staff.
- Advises the Principal on the teaching assignments of faculty.
- Determines faculty proctoring assignments for the academic year and works with the Assistant Principal for Student Life regarding the scheduling of those proctoring assignments.
- Works with the Dean of Students in the effective supervision of faculty proctoring.
- Reviews candidates for tenure with the Principal.
- Collaborates with department chairs on all matters of faculty evaluation and supervision.
- Directs, encourages, and supports department chairs in the fulfillment of their responsibilities.
- Implements recommendations regarding faculty evaluation and supervision from the consulting process completed in Spring 2022 and approved by the Board of Trustees.

Curriculum Development and Faculty Collaboration

- Advises the Principal on all aspects of curriculum, teaching, and learning.
- Ensures that curriculum is prepared, implemented, and evaluated in a systematic way as part of the school's ongoing curriculum review process.
- Works with the Principal and Assistant Principal for Academics to integrate new approaches to teaching and learning into school practice.
- Develops in the faculty a culture of teachers as lifelong learners in the Ignatian tradition.

- Leads and encourages reflective conversations among faculty that explore Ignatian pedagogy, student learning, and current research related to best and most effective teaching practice in the specific context of all-male secondary education.
- Fosters a positive and supportive environment for faculty.
- Conducts regular reviews of the curriculum and syllabi as directed by the Principal and in collaboration with department chairs.
- Keeps abreast of educational change locally, nationally, and internationally, especially within the global network of Jesuit schools.
- Understands new learning methodologies and techniques recommended and employed in other Catholic, Jesuit, private, and public schools, to determine the best methods to leverage such practices in line with strategic planning.
- Develops a vision with the Administration for the future of teaching and learning at Fordham Prep.
- Fosters collaboration among department chairs and faculty through the implementation of Professional Learning Communities and other means of professional support.
- Models effective instruction by teaching one class of students each academic year.

Additional Responsibilities

- Recommends to the Principal and President the renewal/non-renewal of non-tenured faculty employment agreements.
- Oversees the attendance of faculty and directly addresses issues of excessive absence, lateness, etc.
- Advises the Principal, Assistant Principal for Academics, and Assistant Principal for Student Life on staffing and scheduling matters.
- Prepares budget requests in areas of responsibility and supervises their expenditure.
- Works on special projects and tasks as requested by the Principal.
- Assist the Assistant Principal for Academics as needed with academic matters pertaining to faculty and students.
- Make recommendations to the Principal for appropriate revisions of school policies in the areas of faculty evaluation and supervision.
- Serves as a member of the academic Administration.
- Serves as a member of the Council.
- Serves as a member of the Crisis Team.
- The Principal may allocate other duties in accordance with the school's needs and in keeping with the expertise of this position of leadership.
- The nature of the position is such that the Dean of Faculty is required to be available outside the “normal” office/school hours, to attend meetings and presentations whenever necessary and to represent the school in a variety of forums whenever required.

Qualities, Experiences, and Skills of the Ideal Candidate

- A Master's Degree in school administration, an academic discipline, or its professional equivalent.
- Extensive professional experience in education, including teaching, administrative, and/or leadership experience.
- Experience that demonstrates a clear capacity to design new curriculum and enhance existing curriculum.

- Experience with and understanding of the practical uses of educational technology for instruction and administration.
- Enthusiasm for working with faculty in a collaborative and supervisory manner in order to best support excellent teaching and support learning of high school students.
- Excellent written and oral presentation skills, including both small and large group settings.
- Excellent organization, communication, and time management skills, as well as the ability to handle multiple tasks concurrently, orientation to details and deadlines, and the inclination to collaborate as a member of a team.
- The ability to support the school's mission of fostering young men of academic excellence and good moral character through a commitment to the ideals of Jesuit education.

Application Process

Interested applicants should submit a cover letter, *curriculum vitae* or resume, statement of educational philosophy, and a list of three references (who will not be contacted until later in the interview process) by email to the Search Committee and Dr. Joseph Petriello, Principal, at:

employment@fordhamprep.org

Qualified applicants, with all the required documents submitted, will be contacted regarding next steps in the interview process.

Fordham Preparatory School is an EOE (Equal Opportunity Employer). This is a 12-month non-tenure track administrative staff position (July 1 to June 30) with all staff benefits, including vacation days, medical insurance, retirement plan, and tuition remission at Fordham Preparatory School and Fordham University.