



MERION MERCY ACADEMY

Assistant Head of School for Academics

Merion Mercy Academy, a leading independent Catholic girls' school outside Philadelphia, Pennsylvania, seeks an innovative and dynamic educator well versed in best practices in independent education to serve as the Assistant Head of School for Academics beginning July 2020.

The Assistant Head of School for Academics is a highly visible school leader who works closely with the Head of School to oversee the well-being of the school and its community. The ideal candidate must embrace the school's Mercy mission and demonstrate a commitment to helping create and sustain a student-centered learning environment in collaboration with an accomplished faculty. The new Assistant Head must also have strong interpersonal skills and the ability to engage effectively with students, parents and faculty, as well as embrace a growth mindset, possess a good sense of humor, and show enthusiasm for lifelong learning.

Reporting directly to the Head of School, the Assistant Head of School for Academics' duties include but are not limited to:

- Developing and guiding the school's academic program in consultation with the Head of School and in collaboration with the Academic Council and school faculty
- Guiding and supporting faculty professional development
- Organizing and coordinating faculty recruitment and hiring
- Coordinating faculty teaching and duty assignments
- Designing and implementing faculty orientation, training, mentoring, and evaluation
- Overseeing the grading and reporting standards and methods used by teachers to measure student achievement
- Monitoring and supporting student success and communicating student progress to parents
- Working on special projects at the Head of School's request

The Assistant Head plays a major role in the life of the school and is expected to be deeply involved in the day-to-day work of faculty and students. Therefore, candidates with advanced degrees and strong backgrounds in administration and secondary-school teaching will receive preference. The ideal candidate will also demonstrate expertise and passion regarding all-girls' education.

Founded in 1884 by the Sisters of Mercy and located on a beautiful 12-acre campus on Philadelphia's Main Line, Merion Mercy currently enrolls 442 students from diverse geographic areas and socioeconomic groups. Merion Mercy's academic program consistently challenges each student to prepare for college and a lifetime of service, thus developing competent and compassionate women for the future. Merion Mercy's faculty and staff are committed to providing a holistic education that not only stresses academic and personal excellence but also encourages all students to "Live Mercy and Seek Justice," an educational philosophy that builds a true sense of sisterhood that extends beyond the classroom.

Interested candidates should send a resume, cover letter and statement of educational philosophy along with three professional references to: Dr. Seth Pidot, Assistant Head of School for Student Affairs at spidot@merion-mercy.com.

Merion Mercy Academy does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices.