

The Wyndcroft School



HEAD OF SCHOOL PROFILE

WYNDCROFT SCHOOL, POTTSTOWN, PA

Background and Mission

Excellent education in a nurturing setting and *Non Sibi (not for oneself alone)* are the Wyndcroft mission statement and motto that capture the essence of the School. Every day, Wyndcroft School strives to ensure that each child is valued as an individual, cared for and academically challenged. *Non Sibi* permeates the fabric of daily school life.

Wyndcroft School was founded in 1918 by a small group of faculty from the nearby Hill School who wanted young children to receive an excellent education in a setting that provided for their emotional and physical well-being. Currently 250 boys and girls from age three through the eighth grade thrive in small classrooms where faculty expect adherence to high standards, while encouraging students to think critically and take risks intellectually. As a result, Wyndcroft graduates consistently are reputed for being well prepared for the top ranked secondary schools. The School enjoys loyal parent, staff and alumni community which speaks passionately about the Wyndcroft experience.

The Wyndcroft School has enjoyed and prospered under enviable leadership stability. The current Head, Dr. Kate Wunner is retiring on June 30, 2011 after thirteen years of distinguished service. Each of the School's Heads has advanced the mission of the School in outstanding ways.

Wyndcroft is accredited by the Pennsylvania Association of Independent Schools and is a member of the National Association of Independent Schools (NAIS), the Pennsylvania Association of Independent Schools (PAIS) and the Association of Delaware Valley Independent Schools (ADVIS).

The Opportunity

Wyndcroft School seeks a head of school who is a proven educational leader, who resonates with the School's mission and vision, respects its traditions and who possesses demonstrated communications, marketing, fundraising, facilities planning and financial management skills.

The successful candidate should have earned an advanced degree and preferably will have successful experience as a head of school. Absent experience as a head, the candidate should have held senior management positions, such as assistant head or division head or other leadership positions for three or more years.

Reporting to the Board of Trustees, the Head will be expected to:

- Embrace and advance the Wyndcroft mission and vision
- Oversee overall program development to maintain excellence and intellectual flexibility
- Mentor, cultivate and delegate appropriately to a senior management team
- Oversee all administrative areas, including admissions, marketing, development, buildings and grounds and finance
- Advance the strategic initiatives developed by and agreed upon with the Board of Trustees
- Attract, retain, develop, inspire, supervise and evaluate the faculty and staff to preserve high quality and consistency in the delivery of the program
- Continue the school's history of personalized attention to secondary school placement and excellent relations with secondary schools
- Oversee external marketing programs that help maintain enrollment and promote the School in creative ways without sacrificing admissions standards
- Expand fundraising of all kinds including launching a capital campaign
- Possess a vision for optimal utilization of the current physical plant along with planned facilities expansion and modernization

The Successful Candidate

While recognizing that no single individual is likely to embody all of the following strengths and abilities in equal measure, the following characteristics of Wyndcroft's next Head of school have been identified as being most important:

- An ability to articulate and advance the Wyndcroft mission and motto while honoring its rich traditions
- A proven track record that reflects a commitment to excellent education and intellectual curiosity combined with compassion, and respect for differences
- An understanding of how academic rigor can be achieved in a child-centered program designed to develop the life-long ability to think critically
- A management style characterized by inclusiveness, flexibility and support combined with appropriate decisiveness and accountability
- A nurturing yet authoritative presence able to gain the respect and trust of all constituents within the school
- Honed listening skills and the ability to respond with empathy but firmly when necessary to faculty, staff, students and parents
- A proven capacity to communicate orally and in writing with consistency, clarity and vision
- Sophistication in financial management combined with fiscal oversight
- The ability to enhance fundraising of all kinds: annual, capital and endowment
- The highest ethical, moral and professional standards.

An Invitation to Apply

Wyndcroft School invites applications from qualified candidates. Compensation will be competitive but housing is not provided.

Wyndcroft expects that the new Head would assume responsibility on July 1, 2011. Inquiries regarding this position are strictly confidential and should be directed to:

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