



MORAVIAN ACADEMY

Director of Upper School *Bethlehem, Pennsylvania*

Opening for July 2010

Moravian Academy, a pre-k through grade 12 independent, coeducational, college preparatory day school located in Bethlehem, PA, seeks a Director of the Upper School who will guide the program and its 285 upper school students (grades 9-12) and 60 faculty and staff.

One of the oldest independent schools in the country, Moravian Academy traces its origins to its 1742 founding by the Moravians in Bethlehem. Throughout the ensuing years, the school has built upon its history by striving to fulfill its mission to develop each student in “mind, body, and spirit.”

Today the school occupies two campuses. The Upper School is located on a beautifully appointed 120-acre tract in suburban Bethlehem, PA, which is a city of approximately 70,000, an hour-and-a-half north of Philadelphia and an hour-and-a-half west of New York City. With a total school enrollment of 780 students, Moravian Academy holds significant presence in the educational community of the Lehigh Valley, and the Upper School is a strong, vibrant division of the school. Moravian is accredited by the Pennsylvania Association of Independent Schools and the Middle States Association of Colleges and Schools.

The new Director of the Upper School should be an experienced educator who understands Upper School students. Additionally it is expected that he/she will have:

- An advanced degree with strong academic preparation.
- A knowledge of high school curriculum in the 21st century.
- An open and accessible presence in the school with a genuine interest and availability to students, faculty and staff, and parents.
- A dedication to advancing *esprit de corps* within a college-bound, independent school environment.
- Substantial experience in upper school teaching and administration, preferably in an independent school setting with firsthand knowledge of admissions, academic advising, student comportment, college counseling, and the role of arts and athletics in a college preparatory independent school.
- Experience in hiring, supporting, and supervising faculty and staff.
- A proven track record of collaboration and teamwork.
- Strong communication skills, including a sense of humor.
- A compassionate disposition, with high moral standards.
- A passion to advance the spiritual roots and diversity of Moravian Academy.
- A leadership approach which embodies the school's mission: developing mind, body, and spirit in an atmosphere of love and understanding.

The Director of the Upper School reports to the Headmaster and is a member of his Leadership Team.

Salary and benefits are competitive and commensurate with experience. Responsibilities begin July, 2010. It is requested that interested candidates submit materials at the earliest possible date; preference will be given to those whose materials are received by March 1, 2010. Application materials should be submitted electronically and include a resume, letter of interest, list of references with contact information (email and phone), and a personal statement of educational philosophy.

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Moravian Academy does not discriminate on the basis of race, nationality, sex, sexual orientation, religious affiliation or ethnic origin in the administration of its educational and admissions policies, financial aid awards, and athletic or other school administered programs.