



**Search for the Associate Head of School
The Hotchkiss School
Lakeville, Connecticut**

“The School seeks to inspire a diverse range of students who are committed to the betterment of self and society, cultivating in them at the highest standards of excellence: imagination and intellect; openness and personal integrity; and empathy and responsible citizenship that they may discover and fulfill their potential as individuals fully engaged in our world.” – Hotchkiss School Mission Statement

THE SEARCH

The Hotchkiss School (Hotchkiss) seeks a dynamic, trustworthy, and collaborative leader to join its community as the next Associate Head of School. Serving as a crucial thought partner and advisor to the Head of School, this leader will bear overarching responsibility for aligning all academic, co-curricular, and residential programs. As a member of the School’s senior leadership team, the Associate Head of School will help to guide and facilitate key strategic initiatives that advance the mission of one of the finest independent high schools in the world.

Hotchkiss, located in Lakeville, Connecticut, is a highly selective, independent boarding school led by its 15th Head of School, [Craig Bradley](#), who joined in 2016. Founded in 1891, the School provides an education of academic distinction to approximately 600 students in grades 9 through 12 and to a small number of postgraduates. Renowned for a commitment to cultivating curiosity, excellence, and creativity, the School’s 160 faculty members are dedicated to mentoring, teaching, and preparing each student to excel at the School and beyond. At Hotchkiss, students experience significant intellectual and personal growth and build relationships with peers and adults that last a lifetime. The School’s culture of respect remains central to its identity, amplifying students’ curiosity about the world around them and encouraging admiration for the differences that make each community member unique. In the words of Head of School Craig Bradley, “The excellence of Hotchkiss is the excellence of the people.”

As a direct report to the Head of School and second in command, the Associate Head of School will oversee a team of seven direct reports: the Dean of Faculty, the Dean of Academic Life, the Dean of Student Life, the Director of Athletics, the Health and Counseling Directors, and the Faculty and Recruitment Operations Manager. This leader will work collaboratively on a variety of cross-functional, strategic initiatives to ensure an integrated educational experience for students and a rewarding professional path for members of the faculty. In particular, the next Associate Head will: serve as a trusted partner, advisor, and collaborator for the Head of School; provide intellectual leadership, academic vision, and continued development for a strong faculty; build upon the existing strengths of the Hotchkiss community by championing an innovative and vibrant co-curricular experience; continue to cultivate an inclusive and diverse community that is grounded in equity; and support, develop, and empower a high-performing team of senior leaders.

The successful candidate will be creative, empowering, transparent, and able to inspire trust from stakeholders across the community. This leader will also possess proven experience in education administration and management; a desire and ability to innovate; strong emotional intelligence; and a track record of building deep relationships.

Hotchkiss has retained Isaacson, Miller, a national executive search firm, to assist in this recruitment. Please direct all inquiries, nominations, and applications to the search firm, as indicated at the end of this document.

ABOUT THE HOTCHKISS SCHOOL

Overview

The Hotchkiss community is intentionally diverse, with an atmosphere dedicated to learning and personal growth. On its thriving campus, Hotchkiss offers more than 200 courses, 10 off-campus learning programs, 60 athletic teams in 19 different sports, and 80+ student clubs, affinity groups, publications, community service organizations, and performance groups.

In the 2022-2023 school year, 41 percent of Hotchkiss students are U.S. students of color, 13 percent are international, and 95 percent of students are boarders. Students hail from 29 countries and 37 states. Central to the mission of Hotchkiss, \$12.5M in tuition assistance allows 35 percent of students to receive financial aid, among whom 26 percent attend tuition-free. Students are further supported by generous non-tuition assistance.

Located in Lakeville, Connecticut, Hotchkiss sits on 827 acres of woods, fields, and farmland in the midst of the scenic Berkshire-Taconic region—a place the Nature Conservancy calls “one of the most extraordinary landscapes in the Northeast.” The campus is surrounded by miles of wooded trails and Lake Wononscopomuc, the deepest freshwater lake in Connecticut.

Academics

Members of the faculty bring a diversity of experiences, perspectives, talents, and backgrounds to Hotchkiss. They inspire and are themselves inspired, teach even as they learn, and build their careers while growing as professionals through faculty development and other opportunities. Collectively, they are dedicated to the intellectual, social, and emotional growth of every student; one hundred percent of full-time teaching faculty support student life outside of the classroom through advising, coaching, mentoring, supervising residential life, and guiding student travel. Seventy-two percent of faculty hold advanced degrees, and the average faculty member has more than 23 years of experience in education.

The hallmarks of teaching and learning at Hotchkiss are found in the interactive and inclusive learning environment where students learn how to take risks, fail, persist, and succeed. In small and intimate classes of, on average, 12 students, students learn side by side with faculty, pushing themselves intellectually and forming deep bonds with their classmates. The seven core areas of study – classical and modern languages, English, human development, humanities and social sciences, mathematics and computer science, science, and visual and performing arts – allow students the chance to gain both subject mastery and a comprehensive educational experience.

Hotchkiss blends an enriching academic curriculum with opportunities for growth beyond the classroom. Distinctive programs and learning opportunities include the following, among many others:

- [The MacLeish Scholars Program](#) is named in honor of Pulitzer Prize-winning poet Archibald MacLeish, Class of 1911. The program affords students the chance to undertake archival research on a literary subject, complete a substantial creative writing project, and practice classical forms of papermaking, bookbinding, and letterpress printing. The summer program, which takes place over two weeks each June at Yale's Beinecke Library, is followed by a year-long Honors course in which students build their summer research into a substantial senior thesis.
- [The Hersey Scholars Program](#) is named in honor of Pulitzer Prize-winning journalist, cultural critic, and historical novelist John Hersey, Class of 1932. The program gives students the opportunity to conduct archival research with a focus on history, politics, cultural studies, economics, and/or philosophy. Program participants undertake summer work at Harvard University's research libraries, in particular the Houghton, to which the Hersey Scholars have been granted unique access. This is followed by a year-long Honors course in which students build their summer research into a substantial senior thesis.
- The principles and mechanics of good writing have been a core part of the Hotchkiss tradition since the School's founding and are cited with remarkable frequency by alumni years and decades after graduation. English classes are designed to help students discover and harness the power of language through careful reading and analysis of fiction, poetry, nonfiction, and plays. Essays and

writing assignments help students sharpen their critical thinking skills, develop their voices, and deepen their understanding of literature.

- The STAN-X initiative is a research program run by the lab of Professor Seung Kim of Stanford University. Through this program, Hotchkiss students collaborate with the Kim Lab to create novel *Drosophila* (fruit fly) strains that can be characterized and shared with research institutions around the world.
- Classics diploma: Hotchkiss is one of the only independent high schools in the country that offers a diploma in classical studies.
- [International experience](#): Traveling abroad and experiencing different cultures is a powerful way to develop a multicultural worldview. Each year, nearly a quarter of Hotchkiss students take advantage of a range of travel programs, including faculty-led study abroad programs in more than 13 countries across the globe. \$110,000 in travel grants are awarded to as many as 60 students per year.
- Sustainability studies: A commitment to environmental stewardship is incorporated into many aspects of School life. Living and working in a community that is producing renewable energy, growing food, building soil, and sequestering carbon inevitably supports a student and faculty mindset and spirit that are regenerative, creative, and entrepreneurial. This focus on the environment has led to ever-expanding academic and co-curricular offerings. Hotchkiss's solar arrays and its [Biomass Facility](#), which has enabled the School to slash its carbon footprint by 40 percent over the last 10 years, offer further learning opportunities.
- [The Bridge Program](#) offers summer enrichment opportunities – together with school-year programming – to ensure strong academic, social, and emotional connections. Using the lens of inclusion and belonging, the Bridge Program supports academic growth and nurtures the development of lifelong relationships with peers, adults, and the institution in a manner that supports students with widely disparate educational backgrounds and lived experiences.

Central to the academic community at Hotchkiss are numerous learning communities and spaces that connect students to their purposes and passions. Among these are:

- The [Class of 2017 Engineering, Fabrication, and Exploration \(EFX\) Lab](#), which provides students and faculty with a place to experiment and create. Within the lab, the Leung Prototyping Studio provides tools that help turn ideas, calculations, concepts, and theories into tangible objects.
- The [Esther Eastman Music Center](#) is a cornerstone of community life at Hotchkiss, housing classrooms and practice facilities and drawing top-notch musicians from all over the globe. The Center boasts 13 practice rooms, three ensemble spaces, ten classrooms, a professional recording studio, and the state-of-the-art, 715-seat Katherine M. Elfers Hall.

- Walker Auditorium, which was fully renovated in 2022, is a touchstone of community life that supports teaching, arts programming, community gathering, and more. Key features of the facility include sophisticated audiovisual, acoustic, and lighting systems that create a dynamic space for teaching, learning, and entertainment.
- The [Edsel Ford Memorial Library](#) provides space for students to come together as individuals and groups to work with the staff of eight and take advantage of the wealth of research tools available, including more than 60,000 books and e-books, research articles, databases, and more.
- The [Tremaine Art Gallery](#), located in the campus's main academic building, is a museum-quality exhibition space that hosts six shows per year.
- The Hotchkiss Observatory, which opened in January 2016, allows all community members, from astronomers to photographers, to enjoy incredible views of a night sky that is largely free of light pollution.

Remarkable outdoor spaces for experiential learning and fun include:

- The 287-acre [Fairfield Farm](#), which serves as both a working farm and the center of a curricular and co-curricular program through which students learn firsthand about sustainable agriculture and see the rewards of their labor in the form of fresh produce. Many courses, including Agroecology, Sustainable Food Systems, Environmental Economics, Arts classes, and numerous others use Fairfield Farm as an outdoor learning space.
- Hotchkiss's own Beeslick Brook Woods, 200 acres of white pine, mixed hardwoods, hemlock groves, wetlands, and miles of trails.
- Shorefront on 348-acre Lake Wononscopomuc, the deepest natural lake in Connecticut, where students study subjects such as limnology as well as row, sail, swim, and simply have fun.

Student Support

A comprehensive faculty advising program supports and amplifies the classroom experience. Students work closely with their faculty advisor throughout their time at Hotchkiss to plan a balanced course of study and to meet in advisory groups to discuss myriad topics among peers. Advisors also serve as a primary contact for parents and guardians. Class Deans anchor all aspects of student life, taking a lead role in monitoring the academic and social progress of their students. Dormitory Faculty are assigned to every floor of each dorm and play an important role in fostering a sense of community while ensuring the safety and well-being of their students. Often, their spouses/partners, children, and pets live with them, creating a family atmosphere in the hall. [College advisors](#) meet regularly with students while empowering them to take the lead in deciding where they'll go after graduation, providing exceptional support, up-to-date resources, and expertise in the world of college admissions.

Student Life

[Campus life](#) at Hotchkiss is characterized by a sense of community. While 95 percent of students live in a dorm, every student, day or boarding, is assigned a room within one of the 13 residence halls. Students are housed by grade: preps (9th grade) reside with lower mids (10th grade); upper mids (11th grade) reside with seniors and post-graduates. Each floor also includes student proctors (trained upperclassmen) who act as peer leaders in their dorms and work together with dorm faculty as a team.

An all-gender housing option is available for students who may be transgender, non-binary, gender nonconforming, gender expansive, or simply prefer a mixed-gender housing arrangement. For transgender athletes, Hotchkiss follows the guidelines of the Founders League, which supports participation in athletic competition in accordance with a student's gender identity. Hotchkiss also offers all-gender bathrooms throughout campus.

Co-Curricular Programming

The co-curricular experience immerses students in a structured team activity on a daily basis—whether it's playing a sport, acting in a school production, or getting hands-on experience at Fairfield Farm. Athletics are an important component of the Hotchkiss identity and school spirit, with more than 90 percent of Hotchkiss students participating in team athletics and competing for one of 60 teams. Students also have the opportunity to participate in nine intramural sports, a dozen alternative team options, and three outdoor program offerings. The [212,000-square-foot Forrest E. Mars Jr. Athletic Center](#) is the epicenter of Hotchkiss athletic pursuits, where students compete at the highest level, with a focus on perseverance, team spirit, and personal integrity. Among other stunning athletic facilities is a [9-hole golf course](#) designed by golf legend Seth Raynor.

Students can join more than 80 clubs, affinity groups, student publications, community service organizations, and performance groups. Together, these groups offer over 300 events annually. The oldest among them is St. Luke's Society, a service organization founded in 1852. Affinity groups and student clubs include: Black & Hispanic Student Alliance, Asian Cultural Club, Hillel, Gender & Sexuality Alliance, Political Union, Entrepreneurship Club, Science Olympiad, Blue & White Society, Student Environmental Action, Bring Change to Mind, and Student-Faculty Council.

[Diversity, Equity, and Inclusion](#)

Students of all races, ethnicities, socioeconomic backgrounds, gender identities, sexual orientations, religions, and philosophical and political backgrounds live, learn, create, and grow together at Hotchkiss. The Office of Diversity, Equity & Inclusion provides a wide range of resources, programming, and services for the community. Work to foster a truly equitable and inclusive community is ongoing and must be approached by examining and improving upon the many components of a residential independent school education.

Crucial to the academic experience at Hotchkiss is the opportunity for students to engage with an array of intellectual authorities spanning race, ethnicity, gender, sexual orientation, nationality, and other social identifiers. Notably, Hotchkiss was one of the first boarding schools to offer an LGBTQ+ History course, now in its ninth year, and is currently in the process of incorporating LGBTQ+ history and perspectives into the required second-year U.S. History course. Additionally, Honors courses are currently being established in Black studies in English and Humanities & Social Sciences.

In 2020, a climate survey was administered to students and provided a baseline understanding of campus climate (both inside and outside of the classroom). The survey is conducted on an annual basis and informs future planning. A Multi-Cultural Center in the Main Building provides a dedicated space for BIPOC students. The Student Council on Diversity & Inclusion is charged with serving as a liaison between Hotchkiss students and school leadership and is actively involved in driving programming and facilitating community engagement.

In June 2020, the Hotchkiss Board of Trustees established a Diversity, Equity, and Inclusion Committee of the Board. This committee, which comprises trustees, administrators, faculty, staff, and alumni, is charged with implementing ongoing changes to create a fully inclusive institution. The DEI Committee supports the school in the areas of admissions and financial aid, faculty hiring and training, curriculum and pedagogy, alumni engagement, parent engagement, community life, and student experience.

Looking Ahead

Building on a strategic planning process conducted in 2017, Hotchkiss continues to prioritize financial development in support of executing against a set of strategic priorities designed to drive the School forward.

Among these is the School's ability to provide access for the most capable students. In order for Hotchkiss to thrive, it must prepare to meet the financial needs of the gifted and promising students who seek a Hotchkiss education and to provide every student with full access to the Hotchkiss experience. Hotchkiss is committed to strengthening our position as a leader among top-tier schools in creating access and opportunity. This commitment aligns with the vision of founder, Maria Bissell Hotchkiss, who wanted to establish a school not just to educate those who could afford the entrance fee, but also to promising local students who would benefit from a transformational education.

Accordingly, Hotchkiss focuses actively on development in support of financial aid, with a firm commitment to increasing the percentage of enrolled students who receive financial support. This includes investing in initiatives such as the Bridge Program and an annual Fly-In program that provides financial support for selected applicants and their families to visit the School. This academic year, 35 percent of students receive financial aid, which includes both tuition assistance and non-tuition support, such that every student may participate fully in the life of the School.

While grounded in scholarship, an unsurpassed education encompasses much more: developing an understanding of self, nurturing the qualities of curiosity and empathy, embracing critical thinking, discerning fact from opinion, building physical strength and skills, navigating adolescence in all of its complexity, engaging in a love of and respect for the natural world, developing a commitment to responsible citizenship and, above all, leaving the School upon graduation with a lifelong love of learning.

As we look forward, we continue to identify opportunities for deeper learning. This can be seen in ongoing investments in Hotchkiss's talented, inspiring teachers. This work comprises attracting and retaining exceptional faculty and providing them with the time and other resources they need to engage in meaningful professional development in pedagogy and discipline-specific opportunities.

An example of this commitment is the [Walter J. Crain Fellowship](#), an innovative partnership between Hotchkiss and the Klingenstein Center of Teachers College at Columbia University. This four-year program, now in its second year and accepting applications for incoming fellows, is designed to attract professionals aspiring to leadership roles at independent schools who have demonstrated a commitment to working with diverse populations and supporting an inclusive learning community for all students. Fellows pursue a Master's Degree from Columbia University Teachers College in private school leadership while earning a salary teaching at Hotchkiss and/or working in one of the School's administrative departments. A commitment to the caliber and diversity of teaching faculty is a hallmark of Hotchkiss and is core to the School's ability to be innovative and to maintain a leadership position among independent schools.

Learning to live in community is a critical part of the Hotchkiss experience and prepares students for healthy, meaningful lives. Accordingly, the School continues to focus on intentional co-curricular programming, the right balance of responsibilities for dorm faculty, and meaningful opportunities for recreation and joy, all while maintaining an absolute commitment to creating a diverse, equitable, and inclusive community for all.

A central element of this work is ensuring appropriate spaces for students and faculty to live and learn. Capital enhancements underway include a full renovation of the dormitory Memorial Hall and ongoing refurbishment of additional dormitories. The School is also actively engaged in planning for the creation of a new Dining Common to serve as the heart of the School. Refurbishment of the Edsel Ford Memorial Library is also planned.

Leadership

Craig Bradley began his tenure as Head of School in 2016, continuing a career in education that has been characterized by a commitment to creating inclusive residential learning communities of academic distinction. Craig attended Dartmouth College, where he received his bachelor's degree in English, *cum laude*. Among his many college activities, he counts serving as an Undergraduate (Residential) Advisor, chairing the Board of the Campus Center, and serving as an intern to the Dean of Freshmen as experiences that would later influence his professional career. Craig received the St. Andrew's Society of New York

Scholarship and attended the University of Edinburgh, where he earned his master's degree in English in 1983.

Craig returned to Dartmouth as an Assistant Dean and Class Dean. He thrived in the role and enjoyed working with students and faculty to shape many areas of the campus experience—residential, athletic, extracurricular, service, and social. In 1990, Craig was appointed the Dean of Students at Kenyon College in Gambier, Ohio, where he led the Student Affairs division of the College and guided the development of a more inclusive residential life program. A call to serve led to Craig's subsequent work as Dean of Student Affairs at Bowdoin College. Craig was firmly committed to building a residential learning community that was inclusive and celebrated the many different cultures, backgrounds, and perspectives reflected on campus.

In 2006, Craig and his family moved to Paris, France, where he led the program design and implementation of the Aga Khan Academies—a network of residential International Baccalaureate schools that provide high-quality education to girls and boys from diverse backgrounds who possess unusual academic and leadership potential. Aga Khan Academies are currently operating in Kenya, India, Mozambique, and Bangladesh, and future schools are planned throughout sub-Saharan Africa, Central Asia, and South Asia.

THE ROLE OF THE ASSOCIATE HEAD OF SCHOOL

The Associate Head of School reports to the Head of School and, as second in command, serves on behalf of the School in the Head's absence. The Associate Head oversees seven direct reports: the Dean of Faculty, the Dean of Academic Life, the Dean of Student Life, the Director of Athletics, the Health and Counseling Directors, and the Faculty and Recruitment Operations Manager.

To ensure excellence in all areas of the Hotchkiss experience, school leadership recently separated the roles of Associate Head of School and Dean of Faculty, which were previously held by a single leader. This division will allow for greater depth of engagement and impact for each leader and has been welcomed by the Hotchkiss community. Hotchkiss is in the process of appointing an interim Dean of Faculty for the 2023-2024 academic year, and this next Associate Head will then hire the permanent Dean, who will be one of their direct reports.

The Associate Head oversees all internal, day-to-day aspects of the academic, student, and residential program, working in a highly relational, visible, and collaborative way. They serve as a member of the 17-person [administrative leadership team](#), supporting the strategic priorities of the Head of School. This leader will leverage the expertise of the faculty, administrators, and other key stakeholders to continue to establish a strong, equitable, and welcoming school community. Of particular importance, the Associate Head will demonstrate a commitment to transparency through clear communication and inclusive processes.

OPPORTUNITIES AND CHALLENGES

Building upon its 130-year history, Hotchkiss is poised for continued years of distinction and excellence. The Associate Head of School will address a number of key opportunities and challenges, outlined below:

Serve as a trusted partner, collaborator, and advisor for the Head of School

A key leader on campus and second in command, the Associate Head will provide counsel to the Head of School on overall school operations, escalated matters, and, in particular, the academic, co-curricular, and residential programs. Working closely with the Head of School and other senior leaders, the Associate Head will establish and communicate the priorities of Hotchkiss to the broader school community, often leading key strategic initiatives that will help shape the future of the campus.

Provide intellectual leadership, academic vision, and continued development for a strong faculty

The Associate Head of School will be an advocate for faculty, working in collaboration with school administrators to champion and amplify an academic experience grounded in curiosity, excellence, and creativity. Working closely with the Dean of Faculty, the Associate Head of School will play a key role in recruiting and retaining an outstanding and diverse faculty who thrive in a school environment characterized by high academic standards and rich and rewarding residential and co-curricular experiences. Additionally, the Associate Head of School will play a key role in curricular development and innovation, serving as a resource for the Dean of Academic Life and Dean of Faculty in their work with Academic Department Heads. Hotchkiss has endeavored to improve feedback for faculty, develop best practices for recognizing achievement, and better establish accountability, and this next Associate Head will continue that good work in service of the faculty.

Build upon the existing strengths of the Hotchkiss community by championing an innovative and vibrant co-curricular experience

The Hotchkiss experience is characterized by a sense of community and a vibrant energy that permeates the campus. The Associate Head of School will provide holistic oversight of all academic, student life, and co-curricular programs and will coordinate development and innovation in each endeavor. Notably, the Associate Head will prioritize student mental health and wellness, assessing and responding to the needs of a high-achieving student body and the ways that academic and student life intersect in a residential community supported by trusted adults. Collaboration with the Director of Athletics will also be of paramount importance, as Hotchkiss continues to boast a competitive athletics program that promotes and supports health, wellness, teamwork, and leadership.

Continue to cultivate an inclusive and diverse community that is grounded in equity

Building upon the initiatives already in place and planned for the future, the Associate Head of School will provide leadership to advance Hotchkiss's commitment to diversity, equity, and inclusion. Working collaboratively with school administrators, this leader will support and promote an equitable and inclusive community, with a specific focus on faculty recruitment and retention. The Associate Head of School will welcome and encourage difficult conversations and critically examine practices, policies, and culture to ensure that they are responsive to all constituents and aligned with strategic goals. Above all, the Associate Head will ensure a welcoming and safe learning environment for all members of the Hotchkiss community. The Director of Diversity, Equity, and Inclusion will be an important partner in this work.

Support, develop, and empower a high-performing team of senior leaders

The Associate Head of School must invest in people and create a workplace characterized by collaboration and transparency. The Associate Head will inspire others in their roles to make positive change and invest in developing future school leaders among their faculty and staff. As such, the intentional mentorship, support, and empowering management of direct reports will remain a critical charge for this leader. In their work, they will provide clear direction to their team in support of institutional alignment and foster a healthy, collaborative, and inclusive culture for all stakeholders.

QUALIFICATIONS AND CHARACTERISTICS

Professional experience

- Successful leadership experience within a diverse school environment, including demonstrated success in strategic planning, curriculum development, recruitment, evaluation, and budget-making.
- Demonstrated ability to recruit faculty from diverse backgrounds and a record of working productively with diverse faculty, staff, and students.
- Demonstrated experience in being highly collegial and collaborative, with the ability to unite and inspire the faculty, while also holding colleagues accountable and motivated to continually develop excellent teaching and service to the school.
- MA degree or higher required in a substantive academic discipline taught at the school or M.Ed.

Personal qualities

- Collaborative and collegial orientation, eager and able to engage a diverse community, building strong professional relationships.
- A convener who is able to synthesize many ideas and produce excellent work.

- Excellent leadership skills, including the ability to delegate appropriately; to ensure excellent interdepartmental communication and collaboration; and to guide colleagues' individual professional growth.
- Excellent interpersonal, oral, and written communication skills while using discretion to maintain confidentiality.
- An orientation toward listening to and inviting varied points of view, in an effort to establish a culture of trust, transparency, and candor.

COMPENSATION AND BENEFITS

Salary is competitive and commensurate with experience and education level. As a full-time administrative faculty member, the AHOS will have appropriate residential responsibilities and will receive School-provided housing. In addition, Hotchkiss provides a comprehensive benefits package that includes a variety of health insurance offerings, dental, vision, life, and short- and long-term disability, HSA/FSA options, and retirement benefits through TIAA. Ample funding exists to support participation in professional conferences, workshops, summer study, and travel, as well as advanced degree work. Faculty and their families are encouraged to dine in the dining hall while school is in session.

TO APPLY

The Hotchkiss School has retained Isaacson, Miller, a national executive search firm, to assist in this recruitment. All inquiries, nominations, referrals, and applications (resumes and letters of interest) should be sent electronically and in confidence to:

Katie Rockman, Partner
Berkley Burke, Managing Associate
Jaime Morgen, Senior Associate
Isaacson, Miller
www.imsearch.com/8975

The essential functions and basic skills have been included in this description. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Given the persistent risks of the spread of the Covid-19 virus, all employees of the School are required to be vaccinated by their first day of work as a condition of employment. Employees who are unable to receive the vaccine due to disability, medical condition, or a sincerely held religious belief may request an exemption, which will be reviewed by the School to determine the availability of any reasonable accommodations.

The Hotchkiss School is an equal opportunity employer committed to basing judgments concerning the employment of individuals upon their qualifications and abilities. The School is firmly committed to equal employment and advancement opportunities for all employees and applicants in all phases of the employment process (including recruitment, hiring, assignment, terms and conditions of employment, compensation, benefits, training, promotion, transfer, discipline and termination).

In accordance with applicable law, the School does not discriminate against any individual based on age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, national origin, physical disability, race, religious creed, sex, pregnancy, sexual orientation, gender identity or expression, veteran status, or any other protected characteristic.