

**Head of School  
for July 2021**

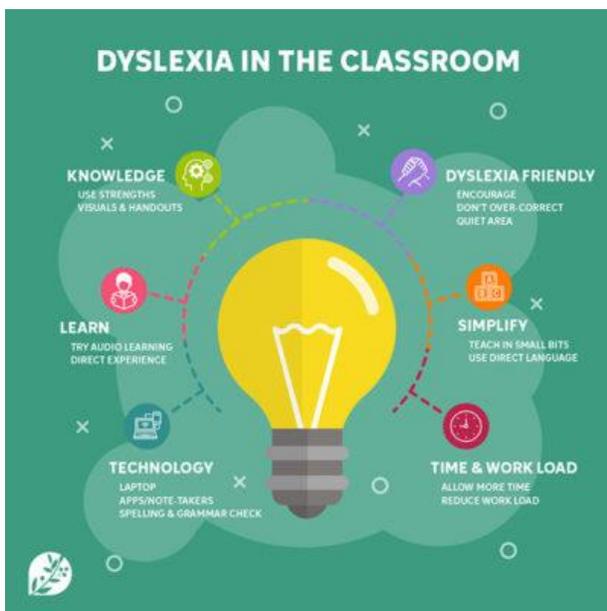
[www.laurelschoolprinceton.org](http://www.laurelschoolprinceton.org)

The Laurel School is seeking an energetic, student-focused administrator to lead a remarkable team of professionals who are dedicated to serving each child, and their family in a unique school (currently 42 students in grades 1-10 with a plan to add grade 11 in 2021 and grade 12 in 2022). The Laurel School, along with The Robinowitz Education Center, is part of the Newgrange Family of Schools and for over forty-three years The Newgrange and Laurel Schools have empowered children with learning differences, providing them with the tools and confidence necessary to accomplish their goals. The Robinowitz Education Center (formerly the Newgrange Education Center) has simultaneously guided generations of educators to use evidence-based approaches when teaching students who have dyslexia and related learning differences.



While functioning as part of a single educational organization, the three entities have operated at separate facilities — until this summer of 2020 when they moved to a beautiful new campus in Hopewell, New Jersey.

Dr. Gordon F. Sherman, former Executive Director, coined the term cerebrodiversity, which explains the individual differences in the brain's structure and its ability to process information. Dr. Sherman saw cerebrodiversity as "a vehicle for expanding thinking and discussion about dyslexia beyond the 'disability model' and as a step toward a more comprehensive model of the brain and learning variation." With the help of current Head of School, Dee Rosenberg, Dr. Sherman further expanded The Newgrange Family of Schools with the opening of The Laurel School in 2012. The Laurel School focuses on students who have language-based learning differences like dyslexia and dyscalculia, as well as co-existing conditions like ADHD and executive functioning skills deficits. For nearly a decade, the Laurel School has used evidenced-based and multi-sensory strategies to foster students' curiosity, confidence, skills, and learning.



In an effort to address the greatest need of each child, Laurel recognizes that diversity and inclusivity are essential to a child's learning experience. The School welcomes candidates who add to the diversity of the community and demonstrate a commitment to equity and inclusion in their work. This is a well-organized, high performing organization that is both casual and intense while being deeply passionate about their transformative work with students, families and teachers.

The Laurel School is now located on its brand-new campus, with its 42 students.

The close-knit faculty and staff, which is comprised of 12 full-time teachers, which includes the Head of School, Assistant Head, and a Speech Therapist, works intimately every day to run an efficient, well-organized program.

The Head of School reports directly to the CEO/Head of Schools. As the senior administrator at Laurel, the Head of School leads both the administrative team and the academic team. The Head of School holds primary responsibility for the Laurel School program, safety, well-being and learning of all students and faculty, and is a hands-on administrator who teaches a class and serves the Laurel School team, students, and parents of the program by conducting meetings to review students' progress and ensuring the curricular coherence between grade levels and divisions. Learn more about the Laurel School program [here](#).

The Head of School collaborates to oversee and manage the annual planning and the day to day operations of the School, and serves as a shepherd, problem solver, and lead collaborator. In this role, the Head of School is an important conduit between and among parents, students, faculty and staff at Laurel. The Head of School has overall responsibility for monitoring student progress from year-to-year in the Laurel curriculum. The Head of School works with the CEO/Head of Schools to hire, support, and retain the best possible faculty for the School. The Head of School works closely with the Principal of the Newgrange School and the Director of the Robinowitz Center, functional leaders including the Assistant Head of School and Director of Enrollment & Marketing, and information and academic technology, advancement, facilities, human resources, and finance. As an important admission contact for the Laurel School, the Head of School cultivates relationships by meeting each family that visits the School.



The Laurel School offers an exceptional program that gets transformational results. Along with the day-to-day work, the Laurel School is engaged in professional development opportunities offering teacher training, workshops, and other programs (for more information look [here](#)). Laurel has also offered online Wilson/OG Reading and writing instruction for the past ten years.

### **Opportunities and Responsibilities for the next Head of School:**

#### **Overall Leadership & Communication:**

- Work collaboratively to uphold the mission of The Laurel School
- Partner with the CEO/Head of Schools and faculty to “Celebrate Cerebrodiversity” throughout the School
- Demonstrate a strong commitment to multicultural and inclusive practice in all aspects of the role and the School
- Serve as an integral part of the admission process for The Laurel School program and regularly consult with others on admission decisions. The goal is to grow the enrollment of The Laurel School to 120-140 students in grades 1-12
- Attend events in support of family involvement at Laurel such as new parent dinners, parent grade dinners and parent group initiatives
- Lead the Laurel Team, regularly communicating with Laurel faculty, students and parents regarding information coming from the administrative team

- Act as chief organizer of The Laurel School, conduct regular Laurel Team meetings, schedule events and schedule regular parent meetings
- Develop and implement plans for each new year in accordance with overall institutional objectives, which includes the entry and onboarding of new students and their families
- Act as crisis manager coordinating appropriate personnel including the nurse, counselor, teachers, and/or other key support systems
- Work closely with and support the activities of all other school leaders and functional directors to help ensure their success.
- Work cooperatively with the CEO/Head of Schools, other senior administrators, and other appropriate personnel to ensure that all operations are coordinated and efficient across all three entities of the Newgrange Family of Schools.
- Assume responsibility for further developing and implementing The Laurel School's Competency-based Assessment rubric which has been implemented in the upper grades to achieve an all-school competency/mastery skills reporting system for education outcomes that is individualized for each student
- Become familiar with New Jersey state laws and statutes in supporting families, student advocates, and sending school personnel to ensure appropriate funding for students and their families (approximately 25-30% of families receive funding)

**Students:**

- Understand the Laurel School student profile: strengths and weaknesses, and appropriate instructional or strategic techniques, services, or program modifications
- Stay informed regarding academic, social, and emotional issues that may affect student performance or behavior
- Oversee duties such as arrival, recess, lunch, and dismissal
- Collaborate with outside professionals working with Laurel students
- Work with teaching teams, counselors, Speech & Language Pathologists, and others, as necessary, to respond to concerns of the teachers, parents, evaluators, and/or students
- Be available to students and their parents to receive feedback about their school experience, problem solve and advocate for what is needed
- Approve arrangements for overnights and field trips that occur as part of the program



### **Faculty:**

- Collaborate with the CEO/Head of Schools and Department Heads to hire teachers for openings within the School, organize new faculty support systems, support and evaluate teacher performance, and work collaboratively with the appropriate offices on all personnel matters
- Assist with the development and review of Professional Development Plans for all faculty
- Cultivate, lead and respond to the culture of the School, ensuring developmentally appropriate experiences for each student
- Work with the staff, regularly coaching faculty on their work with students and help to problem solve as needed



### **Qualities of the Ideal Candidate:**

Laurel School seeks an educational leader who has a desire to engage with thoughtful professionals who love working with students who look at the world differently. This person should enjoy supporting families and helping students develop their unique abilities and skills to successfully take on higher education, and whatever lies beyond. The administrative team, faculty and

staff at Laurel are deeply committed to serving their students, families and each other in a high performing environment with a remarkable focus on collaboration and teamwork.

The team seeks an individual who has most, if not all, of the following:

- A Bachelor's Degree; though an advanced degree is preferred
- Exceptional organizational, problem solving and communication skills
- Experience in the field of learning differences, including knowledge and understanding of dyslexia/language-based learning disabilities and/or special education, specifically an understanding of Individualized Educational Plans (IEPs)
- 5+ years of experience in education and experience leading school initiatives [*this is an excellent opportunity for a first time, hands on leader who has a desire to work hard to serve students, faculty, and families*]
- A strong desire to be a thought leader in the field of learning differences
- A track record of contributing to creating a diverse, culturally responsible school environment

**Application Process:**

Laurel School has engaged Educational Directions to assist with the search. Nominations can be made, and interested candidates can inquire, in confidence, to:

Sam Richards – [srichards@edu-directions.com](mailto:srichards@edu-directions.com)

Jerry Larson – [jl Larson@edu-directions.com](mailto:jl Larson@edu-directions.com)

Candidates are encouraged to start the application process as soon as possible. We ask that candidates submit:

- A Cover Letter specifically stating your interest in The Laurel School and this opportunity
- A current Resume or CV
- Five (5) professional references including email, phone and relationship to the candidate (references will not be contacted without permission from the candidate)
- A brief personal statement or philosophy of education and leadership
- Any additional information you believe would help us get to know you better
- All materials should be formatted in the same font and submitted as a PDF file.

The process will include several phone/Zoom conversations with the search consultants and possibly a video conference interview.

**Candidates are strongly encouraged to explore [The Laurel School website](#).**

**Search Calendar:**

Applications due: \_\_\_\_\_ September 30, 2020  
Candidates notified of status: \_\_\_\_\_ October 15, 2020  
Semifinalist Interviews: \_\_\_\_\_ October 24 – 25, 2020  
Finalist Interviews: \_\_\_\_\_ November 9 – 20, 2020  
New Head of School named on or about: \_\_\_\_\_ November 25, 2020

This will be a fast-moving search with completed applications due by the end of September, first round interviews in October, finalist visits to the school in November and an appointment by the end of November 2020.

Finalists will be expected to undergo a third-party background check and the appointed candidate will be subject to background checks as required by The Laurel School and the State of New Jersey.

**The Laurel School reserves the right to accelerate the search process for exceptional candidates.**

*The Laurel School is an equal opportunity employer that offers competitive salary and benefits, including a strong professional development program. The Laurel School and Educational Directions do not discriminate against qualified applicants for employment on the basis of race, color, creed, gender, national or ethnic origin, sexual identity, religion, age, or physical disability.*

