

HEAD OF SCHOOL SEARCH

POLY PREP COUNTRY DAY SCHOOL

Brooklyn, New York

polyprep.org

Start Date: July 1, 2024, or 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Poly's mission is to prepare and inspire the next diverse generation of leaders and global citizens to act with intelligence, imagination, and—above all—character.

At a Glance



Established
1854



Enrollment
1,151



Total faculty and staff
300



Student-teacher ratio
6:1



Students of color
53%



Financial aid awarded
\$12.5M



Faculty with advanced degrees
78%



Campus size
26.5 acres

Upper School enrollment: 546
Middle School enrollment: 348
Lower School enrollment: 257
Faculty of color: 34%
Students receiving aid: 21%

Endowment: \$31.6M
Annual operating budget: \$60M
Sports: 18
Annual arts performances: 26
Clubs and activities: 89



Overview

Poly Prep Country Day School (Poly), located in Brooklyn, is uniquely positioned as one of New York City's only independent schools with a significant, college-like campus on its Middle and Upper School campus in Dyker Heights and the Lower School in Park Slope. Serving nearly 1,200 students in Grades N-12, the Poly community is intentionally diverse, with 53% of students identifying as people of color. The Poly community is committed to learning, personal growth, and the joyful exploration of life and its possibilities. Poly is guided by three pillars that define its identity: diversity, excellence, and Brooklyn. For Poly, these guiding principles can be understood as follows:

- **Diversity-** We seek to be a community that reflects our broader society and allows all people to thrive in an environment that values diversity of thought and ideas.
- **Excellence-** We strive to achieve excellence across academics, athletics, and the arts.
- **Brooklyn-** We benefit from our Brooklyn campuses and Brooklyn attitude, our special Poly ethos across all we do.

With record enrollment and a talented, passionate faculty and staff, the school can focus strategically on its bright future as it considers exciting opportunities that will allow Poly to enhance its program and the Poly experience.

Founded in 1854 as the Brooklyn Collegiate and Polytechnic Institute in Brooklyn Heights, the school grew over the next 35 years, when the preparatory school separated from the collegiate division and took up residence next door. In 1916, inspired by the rise of country-day schools around the United States, the school secured 25 acres at their current location in Dyker Heights and incorporated as Polytechnic Preparatory Country Day School. Founded as an all-boys school, the school began enrolling girls in the 1970s and graduated its first coeducational class in 1979. The school acquired and developed its Lower School Campus on Prospect Park West in Park Slope in 1995.

With its ambitious vision, Poly has had remarkable success in improving its facilities, strengthening its program, and building its enrollment. The next Head of School will be charged with assuring that the school stays true to its core values while capitalizing on Poly's momentum and growth to remain at the forefront of independent school education in New York City. Our next Head of School will nurture and develop a community that truly embraces diversity and celebrates the talents and gifts of each member.



Opportunities and Challenges

The school seeks a highly qualified leader who will be excited about joining this wonderful community at a time when we have accomplished so much and have articulated a strategic plan. Specifically, Poly's next leader will be charged with:

Articulating a vision that will unify Poly as one school committed to serving all its students as they move from one division to the next. A cornerstone of the vision is a commitment to academic excellence, which has been a hallmark of the school since its founding. Central to success will be an appreciation of the school's long history and its ambition to be great in all areas. The next Head of School will be expected to be highly visible in the daily life of the school from classroom visits to the sidelines.

Ensuring that Poly Prep is student-centered in all its activities. Care for each student should be the motivating factor in implementing all changes and improvements in the academic, athletic, and artistic programs. This focus will amplify and strengthen the school's efforts in the areas of diversity, equity, inclusion and belonging.

Fostering a learning community that values the excellent work of the faculty and staff on both campuses. It is critical that Poly continue to attract outstanding educators and a specific goal will be to improve teacher retention. The next head will be integral in formulating programs and policies that support teacher development.

Partnering with the Board of Trustees to implement the strategic plan that addresses the programmatic, facility, and financial needs of an institution that is seen as a leader in the independent school landscape in New York City.

Being the voice of the school. The next head will put a great emphasis on internal and external communication so that the school will move with a clear and unified voice to all stakeholders. Of particular importance is the need to nurture a strong sense of belonging and appreciation among alumni. The next head will use this platform to increase philanthropy in the school.



Enjoying the multitude of management tasks that the head of this dynamic school must handle. The next head needs to be comfortable with finances and fund raising and be able to build a talented and cohesive senior administrative team, successfully delegate responsibilities while still relating to the day-to-day life of the school.

Qualifications and Personal Attributes

Among qualities desired in the next head of school are:

- Familiarity and experience with the full range of head of school responsibilities, both academic and administrative;
- First-hand knowledge of best practices in pedagogy and experience in creating highly effective student-centered learning opportunities;
- Demonstrated strong educational leadership---preferably with N through 12 grades;
- Substantive experience and a demonstrated commitment to diversity, equity, inclusion and belonging;
- A people-person who is eager to engage with students, parents, faculty, staff, and alumni across a large and complex organization with two campuses. A leader who will learn and continue to foster Poly's unique culture;
- Experience with what effective fundraising/development/advancement functions look like in a school and the ability to put in place an optimal structure;
- An effective communicator in both written and oral communications;
- An open leader who seeks first to listen and learn and is accessible and authentic;
- The ability to be both: a high-level visionary able to coalesce the school community around an exciting and uniting sense of purpose that connects to history of Poly to the world of today; and a hands-on manager who will optimize operations, policies, and procedures;
- Financial literacy sufficient to partner with the business office and the board to fully meet all the school's financial obligations;
- A person with the highest moral standards. The school looks to its head to be a role model for all.

Learn More

Click on the links below to learn more about Poly Prep Country Day School.

[School Website](#)

[Strategic Plan](#)

[Diversity, Equity, Inclusion, and Belonging](#)

[College Matriculation](#)

[Explore Poly Prep's Campuses](#)

[About Brooklyn, New York](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this position;
- A current résumé;
- Two recent writing samples that could include speeches, blog posts, articles, or letters to community;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Barbara Chase
Senior Consultant
barbara.chase@carneysandoe.com

Robert Vitalo
Vice President, Search and Consulting Practices
robert.vitalo@carneysandoe.com

Seliat Dairo
Consultant
seliat.dairo@carneysandoe.com

The full-time equivalent salary range for this position is \$700-900k. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.