

HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Director - Center for Community Values and Action

Start Date: July 1, 2020

The Mindich Family Center for Community Values and Action is searching to fill the position of Director effective July 1, 2020. The Center was founded in 2006, with the mission of connecting education, ethics and action at Horace Mann School. In the ensuing years, the CCVA has gone from a small initiative to an integral part of the school community and program. It is also a central hub of the School's connection to its local Bronx community. The School seeks a dynamic, experienced leader and administrator to take the CCVA into its next period of activity, growth and impact.

The CCVA is a school-wide program, located organizationally in the Head of School office. It is the only endowed academic program in the School. New offices for the Center were built as part of the school's recent facilities building and improvement capital campaign. The CCVA is now centrally located in the newly created Student Center. Staff now includes both Program and Support staff. In its service-learning programs, the CCVA also relies on school-wide faculty and staff in stipend-based positions to accompany and supervise students.

The founder and current Director plans to step down at the end of the 2019-2020 academic year, and plans to be available in the following academic year in a continuing role at the School, in part to assist with the transition and to consult with the incoming Director.

The Center has had its greatest impact in developing and implementing service-learning programs across the school, and most importantly in the Upper Division. Among the highlights:

- The Upper Division Service-Learning Team involves students in weekly trips to long-term partner agencies, and weekly meetings.
- HM 246 brings participants from local schools and agencies to Horace Mann School each Wednesday for programs designed and implemented by HM students.
- The Upper Division service-learning requirement is also administered by the CCVA. It currently consists of grade-wide service-learning days for each Upper Division grade. The Requirement is evolving as we take into account both the structure of the school program and the greatest impact for all students.
- Service-Learning Day is a school-wide program on a Saturday in the Spring, bringing hundreds of participants from across Horace Mann and our community partners to campus for a culmination and celebration of the year's community engagement activity. Originally an annual event, it now takes place every other year.
- The work of the CCVA has been presented in a variety of contexts including presentations at professional conferences, videos, and articles.

The CCVA Director also developed and co-teaches Ethics in School and Society, a major elective course for 11th and 12th grade students. The course is currently co-taught by the CCVA Director and the Head of School.

The Center is characterized by innovation, flexibility, and enthusiasm, while maintaining commitment to six central values: 1) Relationships and community, 2) Collaboration and continuity. 3) Understanding wider contexts, 4) Creativity and initiative, 5) Balance of structure and improvisation, 6) Creating positive impact for all participants.

The program will continue to evolve as we deepen and widen the commitment to service-learning, and to the Center's mission of Connecting Education, Ethics and Action.

Qualifications and Responsibilities:

- Administrator-level position. At least two years of administrative-level or equivalent title and responsibility required.
- M.A. or higher degree in an academic area that is directly related to ethics, education and service-learning.
- Experience in community outreach and/or direct service.
- Interest in, and strong vision for, continuing the programmatic development of School collaborations with the wider community.
- Flexible schedule, including willingness and availability to participate in afterschool service-learning activities, weekend events, special events.
- Supervise CCVA staff and office, including Program and Support staff.
- Excellent written and verbal communication skills. Ability to work with collaborators and participants across a range of ages and backgrounds, including all members of the Horace Mann community and a wide variety of partners.
- Ability and commitment to publish, present at conferences, contribute academically to the fields of ethics education and service-learning.
- Develop, teach and co-teach courses including Ethics in School and Society.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2019, the School enrolls 1,786 students representing 145 zip codes, with 42% self-identified students of color. For 2019-20, 14% of the students receive need-based Financial Aid. Twenty-eight percent of School administrators, teachers and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's recent \$100 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

Interested candidates should send resume and cover letter to:

employment@horacemann.org