



**Trevor Day School**  
**Director of Upper School**  
for July 2023  
New York, New York

*Trevor Day School educates college-bound students to achieve academic and personal excellence in an inquiry-driven, idea-rich community. Trevor celebrates diversity of thought, experiences, and culture; promotes compassion, collaboration, courage, and creativity; and develops in students a recognition of their own unique potential as lifelong learners and leaders who act as responsible global citizens. (Taken from the mission statement)*

Trevor Day School ([www.trevor.org](http://www.trevor.org)) is a Nursery through Grade 12 coeducational, independent school in Manhattan serving approximately 740 students. Trevor seeks an enthusiastic, experienced educational leader to serve as the next Director of Upper School (Grades 9–12) beginning July 2023.

Trevor, then known as The Day School of the Church of the Heavenly Rest, was founded in 1930 as a Nursery and Kindergarten program. In 1960, the Board voted to expand the school through Grade 8, and in 1969, The Day School became fully independent of the Church. In 1991, the school expanded to its present size, N-12, with the acquisition of the New Walden Lincoln School. The Day School was renamed Trevor Day School in 1997, in honor of Paul W. H. Trevor, a long-serving Board President.

The Trevor Day School facilities consist of two state-of-the-art educational buildings. The Lower School (Nursery-Grade 5) is housed in recently renovated facilities at 88<sup>th</sup> Street and Central Park West. The Middle and Upper Schools are housed in a new LEED Gold, 12-story, light-filled building at 95<sup>th</sup> Street, between First and Second Avenues.

Trevor is known as a community that values collegiality and kindness. Parents choose the school for its engaging, dynamic educational program but also for its “down-to-earth” culture. Trevor actively seeks to be a community that embraces diversity, inclusion, and equity. Enrollment in the Upper School is very strong; this year’s 9th-grade class is the largest in Trevor’s history.

This is an ideal time to join the Trevor Day School community and be a key member of the school’s senior leadership. In July 2023, Trevor’s long-serving Director of Upper School (who has also served as Assistant Head of School), Daniel Fegin, will become Trevor’s Head of School.

Trevor’s Upper School division educates approximately 350 students who are served by 60+

faculty members. Trevor offers a balance of traditional college-prep courses and a vast array of electives, including many at an advanced level. The Director of Upper School reports to the Head of School, serves on the Head's lead administrative team, and works closely with the Directors of the Lower and Middle School, department chairs, team leaders, and the Assistant Heads of School to ensure strength, innovation, and consistency of program. The successful candidate will serve as the educational leader of the Upper School, responsible for its day-to-day operation and the performance of the Upper School's faculty and administrative staff. The Director will be responsible for both the hiring and retention of faculty in the Upper School.

The Upper School administrators include four grade-level deans (Grades 9–12). Additionally, the Director of College Counseling oversees the academic program scheduling. There is a traditional department structure, with department chairs supporting their academic disciplines in grades 6–12. The Upper School has divisional meetings (assemblies) once per ten-day cycle, which provide opportunities for sharing, announcements, and community building.

Trevor is a school committed to educating the whole child. The Upper School faculty members speak passionately of the school's commitment to being student-focused and caring about a student's whole person. Faculty members appreciate the academic freedom Trevor offers and the support and respect for their professionalism. In addition to a rigorous, innovative academic curriculum, Trevor has extensive arts and athletic offerings, a diverse group of over 30 clubs (many student directed), and a strong commitment to community service that supports a well-rounded education. Trevor is committed to international travel, and aspires to provide a cultural-, curricular-, or service-oriented international experience for each student.

Upper School students have strong rapport with their teachers and frequently voice their appreciation for the faculty's commitment and support. Trevor boasts a student-centered faculty who authentically relishes connection with students outside of the classroom. Trevor's physical design includes common spaces that intentionally promote communication and collaboration between students and faculty, students and students, and peer faculty. There are no faculty offices; rather, the faculty are based in a uniquely designed Upper School Center, where students work during their discretionary time. Most classrooms include flexible Harkness tables that support class discussion and student engagement.

Trevor is seeking an experienced, energetic, and positive school leader to serve as its next Director of Upper School. The successful candidate will be:

- A highly experienced, emotionally mature and intelligent educational leader who has highly developed skills and a successful track record managing adults, building teams, and enhancing faculty culture
- Genuinely appreciative of adolescents, knowledgeable about the challenges they face today, and is a champion for their academic, social, emotional, and spiritual well-being
- Understanding and appreciative of parents, possessing the ability to listen, support, and educate, while ensuring students and faculty are respected and supported

- Authentically committed to diversity, equity, and inclusion, with a demonstrated record of professional engagement and/or leadership in this arena
- A skillful communicator who understands the value of listening, transparency, and clarity; an inspirational writer and public speaker who is comfortable in the role of school ambassador
- Organized and efficient, adept at smoothly managing and supporting the people and operations of a sizable independent school division
- An inspiring role model who leads with passion, who values consensus in decision-making, who delights in identifying and drawing on the skills and talents of team members, and who is comfortable bringing their whole self to work in a community that values difference, authenticity, and individual interests
- A natural collaborator, possessing the self-awareness to seek help when needed, to delegate appropriately, to hold one's self and others accountable both for progress as well as missteps
- Authentically supportive of the value of the arts and athletics as integral to students' education and a balanced life
- An experienced teacher who understands and values the life of a teacher, and
- Good humored and joyful.

Trevor's next Director of Upper School will assume the leadership of a strong, positive division with an engaged faculty. The successful candidate will be a leader who encourages creativity, collaboration, and continued professional growth.

**For consideration**

Please send electronically: Resume, a letter of interest, and a personal statement or statement of educational philosophy to:

Jane Armstrong

***Independent Thinking***

[Jane@independent-thinking.com](mailto:Jane@independent-thinking.com)

617-332-3131

*All inquiries will be treated confidentially. Review of candidate files will begin immediately. Trevor Day School is a community that highly values diversity and offers competitive salaries.*