

ASSOCIATION OF INDEPENDENT MARYLAND & DC SCHOOLS

GLEN BURNIE, MARYLAND
EXECUTIVE DIRECTOR

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SAMPLE MEMBER SCHOOLS

Calverton School



Located just 45 minutes east of Washington, DC, Calverton is a community of over 350 learners in grades PK-12. The school bases its philosophy on four foundations: academics, athletics, arts, and community.

Garrison Forest School



Since 1910, Garrison Forest School has empowered a community of girls in grades PK-12 to achieve their fullest potential and live lives of purpose. Garrison Forest is located in Owings Mills, just outside of Baltimore.

Gilman School



Gilman, the nation's first country day school, has provided a college preparatory education to boys since 1897. The School places particular emphasis upon academic excellence, athletic participation, and aesthetic appreciation, producing men of character and integrity who contribute positively to their communities.

THE POSITION

Since 1967, The Association of Independent Maryland & DC Schools (AIMS) has supported a vibrant network of independent schools in Maryland and the District of Columbia. Through its mission to provide outstanding professional development, accreditation services, public advocacy, and networking opportunities, AIMS serves 122 schools, over 47,000 students, and more than 7,000 teachers and administrators. Over the years, AIMS has earned a position of high regard nationally. The Association is forward-thinking and particularly attuned to the needs of its schools.

The Executive Director of AIMS represents the Association's Board of Trustees, whose primary role is to oversee the implementation of the Association's mission, to assure the financial integrity of the Association, and to think strategically about the future of the Association and member schools. The Board delegates day-to-day management responsibilities to the Executive Director. In addition to the Director's regional duties, he or she is called upon regularly as a trusted advisor to member schools.

The new Executive Director will benefit from the vision and experience of a 14 person Board. The Board is made up of leaders from schools representing a variety in size, geographic location, philosophical orientation, and mission. The diversity of backgrounds on the Board brings great perspective to the Association.

AIMS seeks a new Executive Director who will strengthen and expand the Association as it continues to provide invaluable services to its constituent schools in Maryland and DC.

THE ASSOCIATION

AIMS provides a comprehensive range of services to its member schools, including professional development workshops and conferences, rigorous and effective accreditation services, and public advocacy that protects and maintains the important independence of its member schools.

PROFESSIONAL DEVELOPMENT

Among the most active independent school Associations nation-wide, AIMS offers a variety of professional development opportunities each year. The AIMS Annual Conference in Baltimore provides a day of professional development workshops to over 1,500 teachers, administrators, and Board members of Maryland and DC independent schools. The AIMS Technology Retreat on Maryland's Eastern Shore helps schools understand and implement the latest innovations related to technology education. The AIMS Heads Conference in Annapolis brings together Heads of School, allowing them to network and learn from one another about their varied experiences. Trusteeship 201, for school Heads and Trustees, focuses on the strategic landscape and generative thinking.

ACCREDITATION SERVICES

AIMS provides comprehensive accreditation services for its member schools.

The AIMS accreditation process includes three broad phases: a written self-study by the school; a three-day exhaustive visit by a team of outside peer educators that results in a written report to the school; and a school Action Plan that responds to recommendations made by the visiting team. AIMS accreditation is devoted to the school-improvement model, granting accreditation only after the school provides a road map for continued success and improvement over subsequent years.

At the heart of AIMS' accreditation process is its commitment to the children who attend its member schools. The accreditation process seeks to ensure that each student receives the highest quality education possible.

CAREERS

The AIMS Career Center acknowledges the inherent differences that exist in every independent school and helps educators find the right fit in a position at one of its member schools. Through an online job seeker account, educators can search for openings at any of AIMS' member schools. Additionally, AIMS hosts an

SAMPLE MEMBER SCHOOLS

Lowell School

Located in the heart of Washington, DC, Lowell School creates an inclusive community of lifelong learners in which each individual is valued and respected. A progressive curriculum encourages students to think both creatively and analytically, helping them learn self-direction.



Mercy High School

Mercy High School in Baltimore provides a secondary school education to young women in the tradition of the Sisters of Mercy. Since 1960, Mercy has grounded education in belief in a personal God.



Sidwell Friends School

A PK-12 Quaker Day School with campuses in Washington, DC and Bethesda, MD, Sidwell Friends is a community inspired by the values of the Religious Society of Friends and guided by the Quaker belief in "That of God" in each individual.



annual job fair, which focuses on recruiting diverse faculty from a variety of backgrounds and heritages for independent school positions.

EDUCATORS BENEFIT SERVICES

An outstanding example of the creative work that AIMS does for its member schools is represented by Educators Benefit Services (EBS). EBS is owned by AIMS with the sole purpose of providing high-quality group health insurance benefits at competitive prices to employees of AIMS member schools.

EBS has been enormously successful for more than 20 years – in fact, it is one of the most successful independent school health insurance groups in the country.

OPPORTUNITIES AND CHALLENGES

The next Executive Director will join a forward-looking organization that is justifiably proud of its accomplishments yet is eager to recruit a leader who will help it define and achieve its next level of excellence.

The 122 AIMS member schools represent a wide variety of school size and types, including faith-based schools, coed schools, single-sex schools, and schools with a distinctive pedagogical focus, such as Montessori schools. The Executive Director must be equally comfortable engaging with the mission and leadership of all member schools.

One of the most valuable and satisfying opportunities for the Executive Director is working with individual school Boards and individual school Heads. In recent years, the amount of time the Executive Director has spent in those activities has increased significantly.

Although many member schools are fully enrolled and possess significant financial resources, many others are facing financial strains. The Executive Director will support schools seeking to ensure their long-term sustainability through programs offered by the Association and the Executive Director's direct sup-



port to Heads and Board.

The Executive Director serves as the Association's chief spokesperson and advocate for independent education. With assistance from the Association's lobbyist, the Executive Director will work to maintain the independence of the Association's members through advocacy in the Maryland General Assembly and the Maryland State Department of Education.

Accreditation is one of AIMS' most important programs, and its ongoing refinement is an essential task for AIMS and the Executive Director. The AIMS Accreditation process, which is overseen directly by the Director of Accreditation, is a powerful and rigorous tool to support continuous school improvement, and its effectiveness helps make the case for continued independence to legislatures and regulators.

AIMS is justifiably proud of its deep commitment to fostering diversity of all kinds in its schools. The Executive Director will be asked to sustain those efforts, including providing support for: the annual AIMS Job Fair; Making Schools Safe, which is planned by the Gender & Sexuality Diversity Committee; and the annual Diversity Conference.

The Executive Director will sustain the positive relationship with Educators Benefit Services and its president. There may be the potential for increased collaboration which would be beneficial to schools in the area and could also benefit AIMS.

With a staff of five full- and part-time professionals working in offices convenient to BWI Airport and an Amtrak station, the Executive Director oversees the Association's finances and operations, and supervises its staff. The Executive Director must be comfortable working without the full technical support offered by many schools.

PROFESSIONAL QUALITIES DESIRED

The selected candidate will be, in consultation with the AIMS Board and the Association's membership, responsible for the strategic vision for AIMS and the effective delivery of its programs.

The ideal candidate would have most, if not all, of the following professional qualifications:

- Effective and strategic communication skills to support the Executive Director's role as the ambassador and advocate for independent education in the region;
- A demonstrated understanding of the current trends and innovations in education, coupled with an entrepreneurial ability to identify potential new opportunities and foster strategic alliances that strengthen the Association and its schools;
- The ability to think strategically while remaining highly organized to ensure that the Association

- provides its membership with strong programs.
- Prior administrative leadership experience, ideally at an independent school;
- Broad knowledge of independent schools, particularly the issues related to sustainability, and the ability to consult on issues of governance, operations, and program;
- Deep understanding of the issues surrounding diversity, inclusion, and cultural proficiency in member schools;
- Experience in institutional governance and an ability to work effectively with the Board;
- Demonstrated understanding of the financial management of schools;
- Strong academic background, at least at the Master's degree level.

PERSONAL QUALITIES

- An approachable style;
- An enjoyment of being a hands-on leader who can be equally comfortable dealing with sophisticated educational policy issues or the more mundane matters involved with organizing an event;
- Sound judgment, ability to assess and weigh competing demands and make difficult decisions;
- Ability to develop trust with member schools and with the AIMS Board;
- Desire to work collaboratively with others in decision making;
- Willingness to travel extensively to visit schools;
- Self-confidence, poise, and presence;
- Strong work ethic, determination, stamina, and abundant energy;
- Ability to work collaboratively with the AIMS staff;
- Sense of humor.

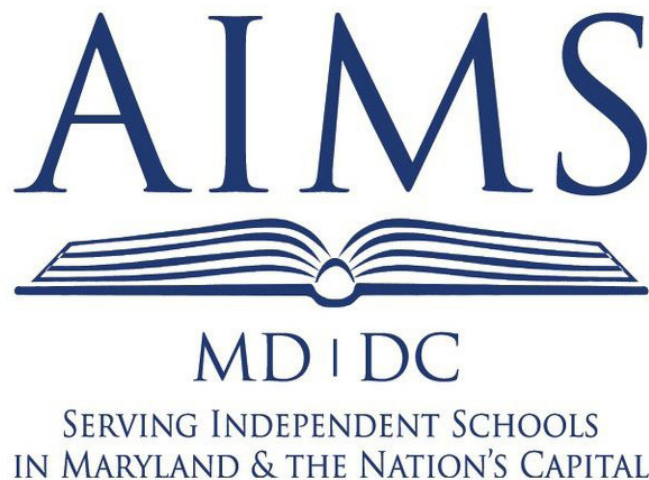


To Apply

Interested and qualified candidates should submit electronically in one e-mail and as separate documents, preferably as PDFs, the following materials:

- Cover letter expressing interest in the AIMS position
- Current résumé
- List of five references with name, phone number, and email address of each to:

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