

PHILLIPS EXETER ACADEMY

EXETER, NH

Phillips Exeter Academy, a co-educational residential school serving students in grades 9 through 12, and post-graduate level, was founded in 1781 by John Phillips. Exeter has a tradition of academic excellence, a distinguished faculty, and a long history of educating young people to find their place in the world. The 671-acre campus with academic and residential buildings, a 309,432 volume library, playing fields and green lawns is located in Exeter, a southern New Hampshire town which retains its 18th-century New England charm. The Academy enrolls more than 1000 students from around the world. Exeter offers a rich curriculum with over 400 courses taught by 210 faculty in eighteen academic departments. The Academy employs approximately 425 staff who support the living, learning and teaching environment of a diverse student body. The Academy's longstanding commitment to excellence has made the school one of the finest in the country. To learn more about Phillips Exeter Academy, visit <http://www.exeter.edu/>.

The Position

Reporting to the principal, the director of student safety and wellbeing develops a vision to support a culture of care and concern for student safety and well-being in the Academy community. The Director is responsible for assessing and collaboratively working to lead and manage the Academy's efforts around health education, student programming related to sexual assault/harassment education, policies and procedures for reporting, investigation protocol, and programs, trainings and educational opportunities for students, faculty and staff. Key responsibilities include managing the reporting of all cases to the proper authorities, including directly to the President of the Trustees and the Principal; overseeing the compliance, programming, procedural, advocacy and training/development efforts related to student health and wellbeing for students, faculty and staff; delivering updates and recommendations to senior leadership to effect changes to policies, to revise practices and to implement equitable procedures across the Academy; and develops and delivers Academy educational programs and outreach that engages students, faculty and staff in meaningful and lasting educations around issues of consent, personal responsibility, bystander intervention, and survivor support regarding issues of sexual assault or other boundary violations, etc.

Qualifications

The successful candidate will have a bachelor's degree with five or more years of professional experience in a field that directly addresses sexual assault/harassment, dating violence and/or stalking via primary prevention, victim services and/or training or technical assistance. The candidate must have experience working collaboratively to develop, facilitate and coordinate prevention programs and initiatives for adolescents.

The ideal candidate will have:

- 5+ years of professional experience conducting student investigations
- 5+ years of experience in conflict resolution, problem solving techniques, interviewing and investigation
- Experience with writing policy and procedural documentation a plus.
- Must possess a record of service that identifies concern for the safety and wellbeing of others.
- Successful completion of training on best practices for violence prevention educators helpful.
- SafeZone and/or ASIST Trained; willingness to become trained.
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community with diplomacy and tact.

Application

Submit a cover letter and a current resume, as one document (pdf or MS Word format), to recruitment@exeter.edu. Please indicate in the subject line: Interim Director of Student Safety & Well-being. The deadline for submission is **until filled.** The successful candidate for this position will be subject to a comprehensive pre-employment background check.

The Academy offers competitive salaries, excellent benefits (health, dental, 9-12% retirement contribution, vacation, free meals & more) and a supportive, collegial environment in a drug- and smoke-free workplace.

The Academy is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information, or physical or mental disabilities which do not prevent performance of essential job tasks.

The Academy is committed to recruiting, supporting and fostering an equitable, diverse and inclusive community of outstanding faculty, staff and students. Applicants who share this goal are encouraged to apply.

Due to the volume of responses received for job postings, we are unable to provide individual status updates. All applicants will receive electronic confirmation of application submission and final status. **Only those applicants selected by the search committee will be contacted directly.** We appreciate your understanding, cooperation and interest in employment at Phillips Exeter Academy.