



THE STORM KING SCHOOL

Position Announcement: Director of Studies

Start Date: Summer 2026

The Storm King School is a co-educational, independent boarding and day school serving 185 students in grades 8–12 from across the United States and more than 20 countries. Located on a beautiful campus in Cornwall-on-Hudson, New York, surrounded by 4,000 acres of forest and an hour from New York City, Storm King offers a diverse, inclusive community grounded in character, balance, trust, and academic excellence. Our faculty inspire students through a rigorous, experiential, and student-centered curriculum that emphasizes creativity, collaboration, critical thinking, and communication. Teachers are encouraged to innovate, build meaningful relationships, and guide students to reach their full potential, graduating confident and prepared to thrive in a rapidly changing world. We value professional growth and provide a supportive, collegial work environment with competitive compensation and benefits.

The Director of Studies will be responsible for the day to day running of the excellent and varied academic program at The Storm King School, and the administration of associated processes and procedures to support faculty, staff, and students. The Director of Studies will report directly to the Assistant Head of School for Academics, and will work in close collaboration with the Assistant Academic Dean, School Registrar, College Counselor, and Student Life team.

Key Responsibilities:

- Create student/faculty schedules
- Coordinate PSAT and other standardized testing beyond AP
- Lead AP exam registration, administration and score submittal process, working with school Registrar
- Facilitate proposals of new classes/changes to curriculum
- Facilitate faculty requests for off-campus field trips/events, working closely with Student Life and Athletic Director (regarding transportation and afternoon activities)
- Lead Apostille process, working with school Registrar
- Maintain and keep student and staff handbook current
- Manage independent study approval and oversight process
- Member of student support team
- Oversee research and information literacy standards
- Partner with Student Life office on processes related to student discipline and health
- Set expectations for faculty use of academic technology
- Working with Asst. Head for Academics, scheduling and logistics for opening, closing, and all faculty meetings
- Working with Communications, update course description guide annually
- Assist with selection and awarding of academic honors
- Facilitate faculty or school requests for outside speakers/presenters
- Working with Assistant Head for Academics, help to oversee academic integrity policy and adjudicate violations

- With the Assistant Head for Academics, communicate regularly on academic resources, AI usage, academic integrity, and other key academic policies to faculty and students
- Teach one class per semester, and serve as an advisor and/or athletic coach.

Desired Qualifications:

- Minimum of two years of experience in educational administration, leadership, and/or operations
- Exceptional written and verbal communication skills.
- Strong organizational skills; ability to prioritize multiple tasks and meet deadlines.
- High level of integrity, professionalism, and discretion.
- Strong interpersonal skills and ability to relate to a diverse student, parent, and alumni community.
- Proficiency with technology; experience with Blackbaud, or an equivalent academic management program preferred.
- Ability and willingness to work evenings and weekends as needed.

Salary and Benefits: Salary range \$75,000-85,000, depending on experience. A one-year interim placement is also a possibility. A full range of benefits are included, including the potential for on-campus housing if combined with a dorm parent role.

How to Apply: Please send a cover letter, resume, a list of three professional references to: **Lisa Shambaugh, Head of School**, via email at **employment@skss.org**.

Website: www.skss.org

The Storm King School is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniformed services member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.