

Pamela J Clarke
185 West End Ave (16J)
New York, NY 10023
pamjonesclarke@gmail.com

PROFESSIONAL EXPERIENCE

ACTING HEAD OF SCHOOL – Lang School, New York, NY

July 1, 2022 – July 31, 2022

K-8, coed, 60 gifted and 2e students

- Calmed the Faculty and Staff after Head was dismissed
- Reassured families that school will prosper
- From Mid-June, searched and hired an interim head for August 1, 2022
- Finished hiring for next fall, including reinstating abruptly departed teachers
- Worked with new operations director to finish renovations to the space
- Continued developing job descriptions for administrators

INTERIM HEAD OF SCHOOL - Helios School, Sunnyvale, CA

August 2020 - June 2022

K-8, Coed, 140 gifted students

- Calmed the community after personnel crisis and abrupt departure of HOS
- Managed curriculum and teaching thru COVID
- Rebuilt Leadership team
- Worked with Board of Trustees re: best practices
- Increased enrollment 105-140
- Hired 14 faculty and staff to replace departed staff

INTERIM HEAD OF SCHOOL – Kimball Union Academy, Meriden, NH

August 2018 – June 2019

9-12, boarding & day, coed, 340 students

- Rebuilt Office of College Advising
- Initiated rebuilding of Communications office
- Re-Organized Head's Advisory Council
- Rebuilt Basketball Program (AA)
- Oversaw facilities: renovate two apartments; renovate older gym: purchased and removed older house adjacent to campus
- Reorganized evening study hall
- Visited every teacher for one full class
- Worked with Board: deferred maintenance; board behavior
- Special attention to Admissions and Development
- Sat on all school committees
- Played flute in student orchestra (third chair!)

HEAD OF SCHOOL – Doane Stuart School, Rensselaer, NY

July 2014 – June 2018

N – 12, coed, 250 students

- Rebuilt Alumni/ae Association
- Rebuilt Parents Association
- Expanded marketing/communications program
- (2017 award: Capital Region Marketer/Communicator of the Year)
- Expanded technology, including STEAM for lower school
- Initiated performing arts

- Initiated family conferences
- Initiated effective advising program
- Initiate a Senior Honors Interdisciplinary Project
- Started summer program: SCAMP

HEAD OF SCHOOL – Trevor Day School, New York, NY

July 2005 – June 2014

N-12, co-ed, 800+ students, three divisions, two campuses

- Rebuilt administrative structure into two leadership teams (one on each campus)
- Instituted curriculum mapping and departmental audits
- Instituted faculty evaluation linked to professional development
- Initiated sustainable education as a focus
- Raised \$35 million for capital campaign + 2 M Annual Fund
- Orchestrated the building of 101,000 sq.' middle and high school

HEAD OF SCHOOL – St. Paul Academy and Summit School, St. Paul, MN

July 2000 – June 2005

K-12, co-ed, day, 940 students, three divisions, two campuses

- Oversaw building of a new Middle School and administration facility
- Instituted faculty evaluation process
- Re-designed compensation plan and faculty benefits program
- Orchestrated new strategic plan
- Increased annual fund from \$850K - \$1.2 million
- Built a new dining hall and kitchen
- Placed a Harkness Table in every high school classroom

- Celebrated 100th anniversary of the school

HEAD OF SCHOOL – The Masters School, Dobbs Ferry, NY

July 1990 – June 2000

5-12, coed, boarding & day school, 180 – 300 students

- Managed a yearlong strategic planning process leading to co-education in the high school; significantly enlarged middle school, 5-8
- Designed and founded; *CITYterm*, a one-semester program in urban studies for 30+ juniors
- Instituted Harkness method of teaching; strengthened graduation requirements; increased technology utilization; revived faculty evaluation
- Increased student enrollment by 50%
- Solicited and received school's first gift of \$1million;
- Produced the first balanced budget in many years

TEACHING/ADMINISTRATIVE EXPERIENCE

Groton School, Groton, MA 1972 – 1990

Grades 8-12, boarding and day, 340 students (I was the first woman hired)

- Assistant Director of Admissions
- Teacher of literature and writing, grades 8-12
- Chair of Curriculum Committee
- Dormitory Head - boys (10-12 grades)
- Faculty Benefits Committee, Co-Education Committee
- Human Relations and Sexuality Leader
- Coordinator of Groton's ten-yearly evaluation by NEASC (twice)

Sabbaticals: (1) Earned MEd at Harvard; (2) Founding Teacher at The Winter Term, Lenk, Switzerland

PROFESSIONAL AFFILIATIONS

- Board Member of NYSAIS 2011 – 2018
- Coordinator, THN *Leadership for Women* Conference 1995 – 2003
- Faculty THN *Leadership for Women* 1995 – present
- Advisory Board Blue School in NYC 2012 – 2021
- Board Member Harlem Academy in NYC 2006 – 2016
- Chair of Board, High Mountain Institute, Leadville, CO 2005 – 2013
- Board Member, College of St. Catherine, St. Paul, MN 2001 – 2006
- Board Member, City Inc., Minneapolis, MN 2001 – 2005
- Trustee, Alliss Foundation, St. Paul, MN 2001 – 2005
- Board Member for Minnesota Center for the Book Arts 2002 – 2005
- Member Advisory Board for NMSQT 2000 – 2003
- Board Member, Council for Spiritual and Ethical Education (CSEE) 2000 – 2004
- Faculty Member, NAIS Institute for New Heads 1998 – 2000
- Facilitator for NAIS Governance Through Partnership workshops 1995 – 1999

EDUCATION

- C.A.S. Harvard University, Cambridge, MA (30+ credits and post doc practicum)

- Ed.M. Harvard University, Cambridge, Counseling and Consulting Psychology
- A.M. Yale University, New Haven, CT Classics
- B.A. cum laude Vassar College Poughkeepsie, NY Ancient Greek