



## WHEELER

### Upper School Dean of Teaching and Learning

**Reports to:** Head of Upper School

10-month position (2025-26 School Year)

The Wheeler School, a co-ed, N-12 independent day school with city and farm campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, is seeking a **full-time Dean of Teaching and Learning** to join our Upper School. The Dean of Teaching and Learning is a key member of the Upper School administrative team and works closely with the Head of the Upper School and Department Chairs to support faculty in all areas of classroom practice.

Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition and with the help of colleagues. They are ambitious and hard-working, committed to supporting students by offering help and creating new opportunities. When developing curriculum and programming, our faculty and staff members are curious, striving each year to stretch and grow, to implement new ideas that improve the Wheeler experience. In the end, they love to spend their days with young people, and enjoy all that the Wheeler community - creative, energetic, dynamic, and diverse - has to offer.

The person in this role is responsible for the ongoing quality of and development of teaching and learning in the upper school. Specific responsibilities include:

- Mentor teachers new to the Upper School.
- Coordinate with the Head of Upper School on the evaluation of new and veteran upper school teachers.
- Investigate and implement professional development opportunities for US teachers, including planning faculty meetings with HUS.
- Visit the classroom of new and veteran teachers regularly.
- Serve as a thought partner for new and veteran teachers as they continue to develop their classroom practice
- Serve as a member of US administrative team
- Participate in the recruitment and hiring of new faculty
- Collaborate with other administrative colleagues on the onboarding of new N - 12 faculty members
- Collaborate with the Head of Strategic Innovation on the Veteran Inquiry Process (N -12)
- Oversee professional communication as it relates to teaching and learning (i.e calendar, schedule, US faculty google classroom).
- Serve on the Strategic Initiatives Council, responsible for schoolwide professional development goals
- Attend Committee of Department Heads meetings
- Teach one course each semester

### Qualifications and experiences

Excellent candidates will have:

The Wheeler School  
216 Hope Street  
Providence, RI 02906  
401-421-8100

*To learn our powers and be answerable for their use*

- At least 5 years of demonstrated formal leadership experience with groups of colleagues and students;
- A demonstrated track record of excellence in teaching and learning
- Demonstrated knowledge of best practice in education and adolescent development in a school setting
- Excellent communication skills both orally and in writing;
- Excellent organizational skills, including consistent follow through
- Demonstrated ability to connect with colleagues;
- Demonstrated cultural competence to ensure effective leadership, collaboration and support in an intentionally diverse community.

**How to Apply:**

Interested candidates should email a resume and cover letter to the Head of the Upper School, Neeltje Henneman by December 15 at [neeltjehenneman@wheelerschool.org](mailto:neeltjehenneman@wheelerschool.org). Please cc [careers@wheelerschool.org](mailto:careers@wheelerschool.org).

**Statement on Diversity and Cultural Competency At Wheeler**

We actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring. *The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.*

**About The Wheeler School:**

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students from throughout Greater Providence and Greater Boston. Wheeler’s mission, “to learn our powers and be answerable for their use,” is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler’s campuses and grades, dedicated faculty and staff identify students’ learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students’ learning differences with the individualized instruction that leads to success.