

DFES

DICK FLOOD EDUCATIONAL SERVICES INFORMATION

To: Prospective Teacher or Administrator Candidates
From: Richard T. Flood Jr. and Caroline T. Gilbert
Date: Fall 2013
RE: 2013-14 Teacher and Administrator Placements, Class of 2014

PROCESS

Dick Flood Educational Services is beginning its eleventh year of interviewing candidates, introducing them to elementary, middle and secondary school opportunities, and assisting in their attaining interviews and, ultimately, job offers. We do our best to remain abreast of employment opportunities in independent schools, especially those located in New England. We are in regular contact with school representatives.

Throughout the school year we interview experienced teacher or administrator candidates who are considering working at a different school as well as seniors in college. We also assist a small group of candidates considering education as a new career direction. The range and diversity of our candidates is ever-expanding. We have successfully placed over 150 educators in positions in over 50 schools.

DFES is committed to serving candidates as both a resource and as mentors as they move through a job search. To that end, candidates are interviewed in-person. This meeting provides an introduction (to DFES) of the candidate but also results in helpful counsel for the job search. Via telephone and e-mail, candidates may stay in touch with DFES as little or as much as desired.

Following the initial interview and receipt of materials (see below) rosters containing candidates' biographies are sent to over 200 schools. Once a school wishes to interview a candidate, it will contact the candidate directly and usually inform DFES of its interest. In turn, DFES provides the school supporting materials on file and acts as a liaison between the candidate and the school. DFES will advocate on behalf of its candidates before and after interview situations. In addition to DFES's work, candidates may well search the Internet for job opportunities. Should a potentially good match be identified, the candidate should contact DFES to promote him/her since DFES' credibility is widely respected.

Following an appointment, the DFES staff will serve as a mentor and resource during the first months of a new job (and further, if necessary and desired by the candidate).

All candidates must complete the following steps and submit required materials to carolinetgilbert@gmail.com

- 1. Schedule a personal interview with a DFES staff member to be conducted on a college campus.**
- 2. Send an up-to-date résumé, including current contact information.**
- 3. Have your undergraduate transcript sent electronically.**
- 4. Send a personal statement addressing career goals and reasons for desiring to work in an independent school.**
- 5. Send two professional letters of recommendation written by professors, coaches, or employers.**
- 6. Send one peer recommendation.**

DFES stands ready to assist candidates through the job search process, but can only be effective if a candidate's response is timely, efficient, professional and communicative. In turn, DFES will do what it can to help candidates to obtain a position that is the best mutual match for the candidate and the school.

We at DFES look forward to hearing from you and to providing our assistance in your job search.

DFES

DICK FLOOD EDUCATIONAL SERVICES

HISTORY

DFES DIRECTORS

Richard T. Flood Jr.

1957	Williams College	B.A.
1957	Pomfret School, Pomfret, Conn.	Faculty
1960	Charterhouse, Godalming, Surrey, England	Fulbright Exchange Faculty
1961	Westminster School, Simsbury, Conn.	College Advisor
1965	Brown University	M.A.T.
1967	Noble and Greenough School, Dedham, Mass.	College Advisor, The Dean of School
1988	Salisbury School, Salisbury, Conn.	Headmaster
2003	Dick Flood Educational Services	Educational Consultant/Director

Contact information:

voice	(860) 824-7675	dfes@sbcglobal.net
cell	(860) 318-5957	fax (860) 824-4008

Caroline T. Gilbert

1986	Connecticut College	B.A.
1987	Connecticut College	Assistant Field Hockey/Lacrosse
1988	Pomfret School	Assistant A.D., Faculty
1991	Harvard University	M.Ed.
1994	St. Catherine's School	Dean of Students, Faculty
1996	Tilton School	Dean of Students, Faculty
1998	Salisbury School	Campus Life Coordinator
2006	Dick Flood Educational Services	Director

Contact information:

voice	(860) 435-4529	carolinetgilbert@gmail.com
cell	(860) 318-6715	

Schools at which candidates have been placed 2004-2013

Avon Old Farms School	Greens Farms Academy	Pingry School
Berkshire School	Hebron Academy	Proctor Academy
Blair Academy	Hoosac School	Rocky Hill School
Canterbury School	Hotchkiss School	Ross School
Chase Collegiate School	Kent School	Rumsey Hall School
Concierge	Kimball Union Academy	St. Andrew's School
Cushing Academy	King's Academy, Jordan	St. George's School
Dana Hall School	Lake Forest Academy	St. Sebastian's School
Dexter Southfield School	Lawrence Academy	St. Stephen's & St. Agnes School
Dublin School	Loomis Chaffee School	Salisbury School
Eaglebrook School	Marvelwood School	South Kent School
Ethel Walker School	Marymount School	Suffield Academy
Emma Willard School	Meadowbrook School	Tabor Academy
Fairfield Country Day School	Millbrook School	Taft School
Falmouth Academy	Miss Porter's School	Trinity-Pawling School
Fay School	New Hampton School	Vermont Academy
Fessenden School	Newton Country Day School	Waynflete School
Foxcroft School	Northwood School	Westminster School
Friends Academy, LI	Peck School	Williston Northampton School
Governors Academy	Pennington School	Winchendon School
	Pine Cobble School	