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