



## **Jeffrey W. Valence**

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Institutional leader with 30 years of executive experience in institutional planning, fundraising, leadership development, recruitment, retention and supervision; community and family relations; and communication. Personal skills include spoken and written communication, collaboration, community and relationship building, and conflict resolution.

### **EDUCATION:**

**Harvard Business School**, Executive Communication Program, 2021

**Tuck Business School Executive Leadership Program**, Dartmouth College, Hanover NH, 2012

**M.Ed., Educational Administration, University of Maine**, Orono ME, 1998 - 2001

**Harvard Graduate School of Education**, Institute on Academic Standards and Accountability, Cambridge MA, 1999

**Fellow, National Writing Project, University of Maine**, Orono ME, 1996

**B.A., English with a concentration in writing, Hobart & William Smith College**, Geneva NY, 1986 - 1990

**Archeoastronomy and Native American Studies, Colgate University**, Hamilton NY, 1989

### **ADMINISTRATIVE EXPERIENCE:**

**Principal and Superintendent**, The Lyme School, Lyme NH 2006-2021

- Raised nearly 1 million dollars in private money to support implementation of K-8 Spanish program, design lab program, new building expansion, and a student equity fund to allow all students to participate in programs regardless of family income.
- Established Lyme School as one of the most sought-after schools of NH, resulting in a 30% growth in enrollment.
- Oversaw the expansion of the school's facilities.
- Established a strong school culture founded on sincere relationships among students, families, and faculty members.
- Attracted and retained top teacher candidates.
- Developed, presented, and adjusted annual budgets for board and public review.
- Designed and developed a new student information database.

**Associate Headmaster**, Foxcroft Academy, Dover-Foxcroft ME 2003-2006

- Returned at request of school to assist interim headmaster during transition.
- Managed the internal operations of the school.
- Reestablished trust within the institution and with the broader community.
- Supervised and mentored faculty.
- Led efforts that improved the Academy's curriculum and instruction.

**Associate Head of School**, Purnell School, Pottersville NJ 2001-2003

- Assisted in annual fund development; personally responsible for cultivating \$250,000 gift
- Managed the day-to-day operations of the academic program
- Recruited, supervised, mentored, and evaluated faculty and staff in all aspects of the academic and residential life.
- Developed and implemented an academic mission and standards that unified instruction and purpose.
- Chaired academic, counseling, residential life, and admissions committees.

**Dean of Academic Affairs**, Foxcroft Academy, Dover-Foxcroft ME 1995-2001

- Directed curriculum and technology development.
- Assisted in planning and implementing \$6m capital campaign.
- Supervised faculty and managed faculty evaluation process.
- Developed accountability and reporting structures to ensure continuity and accuracy of instruction and assessment.

**English and Science teacher**, The Gow School, South Wales NY 1990-1995

- Wrote Multi-modal 'textbook' and software for Earth Science instruction
- Head Dorm Parent for Dorm of 75 8-12 grade boys
- Coached three seasons: Lacrosse, Wilderness survival, Ski Racing

### **BOARD & VOLUNTEER EXPERIENCE:**

The Lyme Foundation, Board Member, 9 years

Community Cares of Lyme, Board Member, 3 years

Upper Valley Opioid Task Force, Member

Norris Cotton Cancer Center, Prouty SAG Captain, 4 years

Alice Peck Day Hospital Community Marketing Committee

Volunteer Firefighter I A/B (Pottersville NJ and Lyme NH)