



New Directors Workshop  
Horace Mann School, NYC  
July 22-24, 2025

**Schedule Outline** (detail coming soon!):

- Tuesday, 7/22 - Arrival and Opening Dinner (*please plan to arrive in New York by 4:00 pm*)
- Wednesday, 7/23 - Sessions and Workshops; Free Time; Office Hours with Faculty
- Thursday, 7/24 - Sessions and Workshops; Closing Session; Dinner on your own/Check Out (*program ends by 5:00 pm*)

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Congratulations, new director! Whether you've completed a year or two in your new role or are taking on new responsibilities this summer, are being promoted in a school community you know well or will be moving cross-country, will be managing a team, or will be an office of one, this workshop is for you.

Schedule Format: Faculty will lead full-group sessions on topics including mission and vision, team leadership and evaluation, communications, and board reporting. Each full-group session will be followed by time in small groups to debrief, discuss, and share resources. Smaller breakout sessions will offer opportunities to discuss topics like hiring, data use, addressing bias and supporting BIPOC leadership, and building school partnerships. Additional time will be provided for connecting and collaborating with other attendees in small groups.

Led by a rockstar ACCIS-member faculty team, the workshop balances presentations and content sharing with group discussion and community-building. Sessions include topics such as:

- Aligning Philosophy, Mission, and Culture
- Internal and External Communication
- Budgeting and Other Office Protocols
- Accountability re: Diversity, Inclusion, and Belonging
- Office Systems and Structures
- Hiring
- Using Data for Board Reports and Other Audiences

Post-Work and Resource Sharing: Faculty will share relevant readings and resources after the program for attendees wishing to dive deeper into our conversations. Attendees will also take away shared resources related to board reporting, profile documents, and other helpful tools.

Problem-Solving and Idea Sharing: Attendees can expect to work closely with a small cohort of participants and a faculty leader to debrief session topics and address questions. Our faculty offer a diverse set of experiences in college counseling leadership and are excited to work collaboratively with you to help you prepare for your unique school and office challenges.

We're grateful to our host, Horace Mann School, and will be partnering with the college counseling office team to offer a campus tour.

We look forward to seeing you in July!

[Constance Lumumba-Perez](#), Phoenix Country Day School  
New Directors Workshop Coordinator

[Linda Pierre](#), ACCIS  
Director of Member Services & Operations