



Middle School Director (Full-Time, 12 Months)

St. Michael's Episcopal School seeks a full-time Middle School Director for the 2024-25 academic year.

The Middle School Director, reporting directly to the Head of School, oversees the day-to-day operation of the Middle School, which consists of approximately 155 students, grades 6 through 8, and approximately 15 faculty members. The candidate must have strong skills in leadership, organization, communication, curriculum development/implementation, and team-building. Strong interpersonal skills in problem solving and in collaboration with administrators, faculty and parents, as well as knowledge and understanding of the needs of Middle School students are paramount.

Responsibilities include:

- Actively support the School's mission: *St. Michael's Episcopal School nurtures the spirit, ignites the mind, and celebrates childhood in a community of love, affirmation, and belonging that fosters educational excellence.*
- Serve as the educational leader for the Middle School, responsible for its day-to-day operation through the development and articulation of school goals, department goals, course objectives, materials, methods, and means of assessment
- Shape, articulate, and promote our Middle School program; be the chief articulator of the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed
- Oversee middle school curriculum and instruction and the coordination of such with the Lower School Division Director
- Collaborate with families to determine student academic accommodations, as determined through educational testing, including ERBs and psychoeducational evaluations
- Collaborate on engaging, intellectually stimulating work that will lead to continued improvements and refinements in curriculum and teaching methods
- Observe, supervise, evaluate, coach and promote the professional development of the Middle School faculty
- Manage reporting to parents about students' progress, including report cards, conferences, and parent touchpoints
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty

- Establish programs for the orientation and support of new teachers
- Direct Middle School student life and discipline
- Set high expectations for student behavior in accordance with the Student & Family Handbook
- Conduct or participate in conferences with parents, staff or students as needed, and determine next steps in order to resolve concerns
- Conduct regular staff meetings with faculty and staff, which will incorporate both routine school matters affecting students and faculty and the stimulating exchange of ideas on issues of educational/philosophical interest and concern
- Serve as a consultant to faculty in matters of classroom management, teaching methods, and school procedures
- Oversee Middle School events and programming and their implementation
- Conduct observations and evaluations of teachers and students
- Create schedules, including classes, duties, advisories, electives, special events, and standardized testing
- Direct high school search process for students and families (to include writing student recommendations)
- Implement and maintain safety protocols and procedures in order to ensure a safe and secure environment for students and staff
- Partner with the admission staff for the testing, interviewing, and evaluating of applicants
- Attend Middle School athletic and extracurricular events
- Collaborate with the Athletic Director to see that all sports activities are administered in accordance with school philosophy and expectations
- Set high expectations for staff members in accordance with the Employee Handbook and Benefits & Operations Manual
- Lead and be supported by a Middle School Division Assistant
- Perform other duties as assigned by the Head of School

Characteristics and attributes:

- Understand and commit to fostering St. Michael's Episcopal School's mission
- Possess strong leadership, organizational, communication, and team-building skills
- A proven record of success as a teacher and instructional leader of Middle School-age students
- Skill in strategic visioning, goal setting, and implementing new initiatives
- Demonstrate a dynamic and personable approach with high standards of personal and professional integrity
- Engage in a school climate that is supportive and builds high morale
- Possess sound judgment and an openness to seeking input and making decisions in a timely fashion

Successful candidates will have:

- Excellent verbal and written skills and ability to communicate with colleagues, students, and parents

- Inspiration for faculty members to stimulate learning through observation, discovery, and questioning and to nurture the unique needs of the Middle School
- An approach to teaching and learning that embraces the school's vision around diversity, equity, and inclusion The School's statement of equity is [here](#).
- Engaged in continuous learning to deepen content, pedagogical knowledge, and best practices
- Directed/coached school activities/clubs/sports outside of the classroom
- Demonstrated leadership and expertise in developing and implementing innovative methodologies and behavior adjustments for Middle School students
- Ability to manage multiple projects, meet deadlines, and work cooperatively with the Administrative Team
- Personal and professional integrity combined with warmth, a sense of humor, and an optimistic outlook about Middle School students and faculty
- Familiarity and facility with technology such as Google for Apps for Education, PowerSchool, and other school platforms in use for attendance, parent communication, classroom instruction, and more
- High visibility and involvement in all facets of school life
- Exceptional listening skills and ability to communicate and connect with students, faculty, and parents
- Skills to facilitate and navigate different points of view, promote understanding, and mediate conflicting ideas
- Good judgment while collaborating during the decision-making process.
- An advanced degree in Education or related field (preferred)

St. Michael's Episcopal School St. Michael's Episcopal School nurtures the spirit, ignites the mind, and celebrates childhood in a community of love, affirmation, and belonging that fosters educational excellence. The K-8 co-educational community is small enough (390 students and 55 faculty-staff) for everyone to know one another, and large enough to provide rich curricular and co-curricular opportunities. Its student-teacher ratio is 11:1, and average class size 18 to 19 students. The School is located on a stunning 70-acre campus. Students hail from 30 different zip codes. Founded in 1957, St. Michael's is accredited by the Virginia Association of Independent Schools (VAIS) and a member of the National Association of Independent Schools (NAIS). St. Michael's values diversity as an important element of serving its mission and thus considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legally protected status.

Candidates should forward a cover letter, resume, and educational philosophy to employment@stmschool.net.

