



Middle School Division Head

Position Overview

Alexandria Country Day School currently seeks a Middle School Division Head to join the school's administration team and oversee all operations of the Middle School division. The Head of Middle School works closely with the Head of School, other Division Heads, and the administrative team. Under the direct supervision of the Head of School, the Middle School Head serves as the instructional leader for grades 5 through 8. Serving as the chief administrative and academic officer of the Middle School, the Head of Middle School supports the mission of Country Day by implementing programs that challenge students to reach their full potential. This leader is responsible for all activities involving students and faculty, including developing, implementing, and maintaining all academic, athletic, and extracurricular programs in the middle school.

Primary Responsibilities

Administrative

- Maintains congruency between the school's board-approved mission statement and all activities of the division
- Maintains the budget for the division in conjunction with the Head of Business
- Functions as the chief articulator of the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed
- Keeps the Head of School informed of the general programs, activities, and issues impacting the division or school
- Oversees the Middle School athletic program
- Works with the Director of Admissions to assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment
- Provides an orderly, controlled environment in which learning can take place in a school climate that is supportive and reflects high morale
- Stays aware of the educational, physical, social, and psychological needs of the school community, and develops plans for meeting those needs
- Ensures compliance with legal requirements of government regulations and agencies, and maintain the educational standards established by the state and by those agencies that examine and accredit the school
- Oversees the coordination of the co-curricular and extra-curricular activity programs, including the planning and the presentation of school assemblies and programs
- Works with lower and upper school division heads and head of school to fulfill the mission of the school by creating a learning environment that develops creative, innovative, future leaders
- Develops positive relationships with middle school teachers, students, and families
- Supports teachers through planning need-based professional development
- Communicates with teachers and families regularly



- Collaborates with the administrative team to coordinate school-wide events
- Remains knowledgeable and able to articulate advances and trends in pedagogy and education
- Maintains expertise in subject matter through professional development
- Messages and models a commitment to equity and inclusion
- Maintains a comprehensive calendar of school events and keeps the entire school community informed of various school programs and activities, and shares with the Director of Advancement for publication
- Performs other duties as assigned by the Head of School

Faculty

- Makes recommendations to the Head of School regarding the hiring, retention, and the assignment of faculty
- Acts as the educational leader of the school division, responsible for its day-to-day operation
- Plans and oversees the New Faculty, Staff Orientation, and the Faculty Mentoring Program in conjunction with other members of the Administrative Team
- Ensures proper communications between coaches and teachers in the case of early dismissal
- Creates and monitors faculty attendance and duty schedules
- Directs the activities of the school's instructional faculty
- Observes, supervises, and evaluates the faculty through classroom observation and other appropriate measures
- Serves as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures
- Oversees and direct the activities of the sponsors of various student organizations and activities
- Ensures that teachers are familiar with and adhere to school policies in all areas of the school's operation
- Ensures that faculty are assessing student learning through an ample variety of quality assessments
- Strives for unity, harmony, and cooperation through tact, helpfulness, respect, and the recognition of individual differences and the special abilities and strengths of each teacher
- Conducts regular meetings with faculty that will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern
- Oversees the grading and the reporting of standards and methods used by teachers in measuring student achievement
- Establishes and enforces guidelines for proper faculty conduct
- Maintains accurate records of student attendance and citizenship
- Works toward a resolution of all problems - both routine and unique - as they arise



The successful candidate would ideally have the following background:

- Minimum of a BA or BS degree; Master's degree preferred
- Superb verbal and written communication skills
- Ability to and ease with speaking in public
- A team player who values collaboration
- A minimum of 5 years of successful middle school teaching experience is preferred
- Strong organizational and time-management skills
- Approachable, values relationships, and has a sense of humor
- Open-minded, values feedback and input from others, but not afraid to make bold decisions to promote the greater good of the school community

Other Major Duties of Head of Middle School

- Athletics Management
- Major Events, i.e. Meet & Greet, Awards Ceremonies, Assemblies, Graduation
- Master Schedule Development
- Planning In-Service and Professional Development
- Curriculum Design and Management
- 5th -8th Discipline
- Testing Coordinator
- Daily and quarterly middle school activities, i.e. Advisory, NJHS, Student of the Year, etc.
- Washington D.C. Trip