

Head of Middle School
Annunciation Orthodox School

Reports to: Head of School

Position Purpose: The Head of Middle School is responsible for the management and overall effectiveness of the division.

Essential Functions

- Act as the educational leader of the school division, responsible for its day-to-day operation
- Maintain the budget for the Middle School
- Be a visible presence in all areas of the school
- Provide an orderly, controlled environment in which learning can take place in a school climate that is known for being supportive, nurturing, and happy
- Supervises, manages and oversees the development of the division's faculty and support staff
- Assists the Head of School with recruitment and selection of new and replacement faculty
- Oversees the evaluation and development of faculty
- Work with Director of Curriculum and Instructional Support on curriculum development
- Conducts regular staff meetings; ensures communication of information that impact department members and students
- Serves as a consultant to faculty in manners of classroom management, teaching methods and school procedures
- Provides academic guidance to students
- Works closely with eighth grade students and families regarding high school placement
- Works closely in collaboration with the rest of the Administration to ensure the continuing adherence to the mission of the school
- Oversee the coordination of the extra-curricular activity programs, including the planning and presentation of school assemblies and programs
- Maintain a comprehensive calendar of school events and keep the entire school community informed of various school programs and activities

Qualifications

- Master's degree or post graduate work in subject matter and/or educational administration.
 - A Master's degree is preferred but not required.
- A minimum of five years teaching and administration experience in an independent school environment
- Excellent verbal and written communications skills
- Excellent organizational and presentation skills
- Strategic thinker and empathetic problem solver
- Demonstrated leadership and facilitative skills