

The St. Paul's Schools is pleased to announce an opening for a full-time **Assistant Middle School head** at St. Paul's School for Boys **starting July 1, 2022**.

School Overview

The St. Paul's Schools is a family of independent schools located in Brooklandville, Maryland. With more than 1,400 students from ages 6 months to grade 12, St. Paul's Pre and Lower School (coed), St. Paul's School for Girls, and St. Paul's School for Boys share a 120-acre campus, an Episcopal affiliation, and a focus on developing confident, well-balanced students who will use their education and ethics to improve the world. In July 2018, the schools unified under the umbrella of The St. Paul's Schools, with a single board of trustees and one president, but each school retains its individual traditions and its gender-specific programs. A coordinated structure allows The St. Paul's Schools to preserve the small school feel within each school while sharing resources and certain programs to maximize opportunities for students. With St. Paul's unique model, boys and girls are taught together and separately at just the right times in their development.

St. Paul's School for Boys, founded in 1849, is a college-preparatory day school serving boys in grades 5 through 12. The school's mission, "Seek truth, knowledge, and excellence; live by faith, compassion, and integrity," is the daily standard for all members of our community. St. Paul's School for Boys' students are thoughtful young men who thrive in an educational community that emphasizes strong relationships, personal growth, and the collective pursuit of integrity.

Position Description

The Assistant Middle School Head will support and assist the Head of Middle School in promoting the school's mission and philosophy; provide vision, organization, and follow-up to lead and manage the faculty, staff, and students. In addition, this individual will serve as an educational leader in daily operation, academic programs, and behavioral expectations. This position will report to the Middle School Head and is a 12-month position.

The ideal candidate will be a skilled communicator, an eager collaborator, detail-oriented and passionate about building programs. They will have the ability to exercise good judgement and comply with school standards, demonstrate tact and flexibility through their leadership and can make and implement difficult decisions.

In addition, this individual will hold an undergraduate degree and have experience working with middle school age students. Master's degree is preferred. This team member will maintain a visible presence in all areas of the school, especially in the morning, during breaks and lunch and after school.

While credentials and experience are vital components to an individual's candidacy and will be considered appropriately, the school especially seeks a leader who will:

Division

- Provide support to and stand in for the Division Head, when necessary, in the daily operation of or as a representative of the division to any of its constituencies.
- Serve as the point-person for strategic initiatives related to academics, character, and citizenship; interface with Guidance Counselor, Department Chairs, and other leaders to implement program
- Lead student and teacher scheduling and class assignments
- Teach at least one class and serve as a coach
- Assist with building community among students and faculty by setting a tone of respect and promoting behavioral responsibility and personal integrity

Faculty

- Promote the growth, development, and professionalism of the Middle School faculty and staff; assist in providing evaluative feedback to faculty and staff as outlined in the Growth and Evaluation Plan
- Participate in the interview and hiring process; assist in the supervision of Middle School Faculty and Staff
- Participate in the planning and implementation of Division Meetings and Professional Development experiences
- Collaborate with Department Chairs and Team leaders, as needed

Students

- Monitor student progress and growth
- Track and monitor co-curricular eligibility
- Interface with Guidance Counselor, teachers, and advisors to address student concerns. Meet with Counselor and Academic Skills teachers, as needed
- Assist in coordinating transition and student orientation programs
- Serve as a member of the Middle School Admission Committee
- Demonstrate support by attending co-curricular events

Parents

- Communicate with tact and expertise; demonstrates a customer-service attitude
- Assist in planning and delivery of Parent Education programming
- Assist with meeting regularly with parents in various forums to share information, education, and concerns

Other duties

- Assist in revision of *Middle School Handbook* and other policies and procedures
- Serve as a committee member, as needed

The St. Paul's Schools are committed to creating a supportive learning environment where all individuals are valued for their unique contributions and can achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Full-time employees are eligible to participate in our comprehensive benefits program which includes, but is not limited to, medical, dental, vision, disability and 403(b). Other supplemental benefits include school paid lunch, fitness center and tuition remission. Salary is commensurate with experience.

Interested candidates can send their cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at sduckett@stpaulsmid.org. The St. Paul's Schools is an equal opportunity employer.