



Principal, Grades 7 & 8
Start Date: July 1, 2021

About John Burroughs School:

Founded in 1923, John Burroughs School (jburroughs.org) is an independent, coeducational, college preparatory day school for grades 7-12 located on a 49-acre campus in St. Louis, Missouri. Burroughs currently has 640 students, 43% of whom identify as students of color. Twenty-six percent of the student body receives tuition aid.

Burroughs strives to instill the joy of living through active learning, integrity, and service to others. We seek to cultivate an inclusive community that nurtures authentic learners who lead and inspire meaningful lives. At Burroughs we do so by loving and learning from our differences, embracing challenges and championing growth, fostering a culture of great expectations, teaching empathy and the power of service, and offering a balanced and broad experience. Faculty, parents, and students share a commitment to a liberal arts education that strikes a balance among academics, arts, athletics, and activities. We believe that the many dimensions of diversity, equity, and inclusivity are essential to excellence in education, and they are woven into the fabric of the Burroughs experience.

Opportunity Description:

Burroughs seeks an experienced educator who loves working with middle-school students to serve as the next 7th and 8th grade Principal. The primary role of the 7th and 8th grade Principal is to shape and cultivate the best possible student experience at these grade levels, both inside and outside of the classroom. The Principal gets to know all the 7th and 8th grade students and is responsible for welcoming and orienting new students, maximizing inclusiveness, and building community within those grades. Considerable focus is given to helping middle-school students and their families understand that they are valued and supported members of the Burroughs community. The Principal collaborates with advisors and teachers, as well as the Director of the Academic Support, Director of Counseling and Wellness, and Director of Diversity, Equity, and Inclusivity, to provide a web of support for all 7th and 8th grade students, with particular care and attention given to identifying and supporting struggling middle-school students. The Principal is a valuable resource for parents and guardians as they raise their middle-schoolers, works closely with the counseling and wellness department to develop programming on parenting, and regularly communicates with parents and guardians so that are aware of grade-wide developments. Additionally, the Principal of grades 7 and 8 leads the grade-wide 7th grade outdoor orientation program at Drey Land, our 44-acre wilderness camp in the Ozarks, and coordinates and co-teaches the 7th grade seminar.

Toward these ends, the Principal works closely with the Head of School to develop and refine the middle-school experience, which includes setting priorities for areas of improvement. The Principal works with the Assistant Head of School for Academics, Department Heads, and classroom teachers to refine and enhance the curriculum in grades 7 and 8, to support new teachers at those grade levels, and to foster communication and collaboration between middle-school teachers. The Principal works with the Athletic Director and the leaders of the student

Congress to improve extracurricular opportunities, while striving to maintain a healthy balance with the academic demands placed on students. The Principal has responsibility for handling all disciplinary issues in the 7th and 8th grades. While the 7th and 8th grade principal's primary responsibilities are grade-level specific, working alongside the two other grade-level principals provides ample opportunity for collegiality, collaboration, and professional growth.

Each of the three grade-level principals at Burroughs is expected to teach one full-credit academic class or take on a comparable responsibility, to interview prospective students, to serve on the admissions committee, and to help with the interviewing and evaluation of new faculty.

Qualifications:

Ideal candidates will have

- a passion for working with middle-school students
- a love for learning
- at least five years of teaching experience in a college-preparatory environment or comparable experience
- leadership experience within an academic setting
- a strong academic background
- experience working with a diverse student body and the capacity to support and advance the school's work in diversity, equity and inclusivity, which is essential to maintaining a strong and vibrant community
- exceptional interpersonal, communication, and organizational skills

Application Process:

Interested candidates should submit the following documents electronically to Debbie Drummond: ddrumm@jburroughs.org (314 993-4045 ext. 222).

1. Cover letter stating interest in and qualifications for the position.
2. Current resume, including phone number and email address.
3. Educational philosophy statement
4. Names, email addresses, and phone numbers of three references.

Files will be reviewed as received with preference given to candidates whose materials are submitted by **November 30, 2020**.

After reviewing all applications, Head of School Andy Abbott will speak to a select group of applicants by phone. From that group, three to four finalists will meet with small groups of students, administrators and teachers. These meetings may be over Zoom or in person depending on the candidate's personal circumstances and the local health situation in St. Louis.

If you have questions about the position, contact Chris Front, Assistant Head of School for Academic Affairs: cfront@jburroughs.org.

Visit school website at: <https://jburroughs.org/>