



<b>Position Title:</b>	<b>Assistant Head of Middle School</b>
<b>Position Status:</b>	<b>Full-time</b>
<b>FSLA Classification:</b>	<b>Exempt</b>
<b>Reports To:</b>	<b>Head of Middle School</b>
<small>This opportunity is currently only available to faculty at Springside Chestnut Hill Academy</small>	

### **Position Purpose**

The Assistant Head of Middle School works with the Head of Middle School and leadership team to foster a positive and inclusive environment that best meets the needs of all families and supports our mission and values. The Assistant Head plays an integral role in cultivating a cohesive Middle School for students, families, and faculty. This position is currently only open to SCH employees.

### **Essential Functions**

#### **I. Expand Students' Full Academic and Personal Potential by:**

- Teaching one class and serving as an advisor if needed
- Coordinating support of students of concern and further developing our student support systems
- Co-leading or leading grade-level meetings and developing support plans

#### **II. Prepare Students to Lead Lives Characterized by Thoughtfulness, Integrity, and a Quest to Effect Positive Change:**

- Creating and/or overseeing programming such as Flex, advisory, clubs, electives, and student leadership

#### **III. Nurture Students' Knowledge of Themselves and the World by:**

- Serving as administrative liaison and support for Middle School trips program
- Designing, co-designing, and implementing service opportunities
- Overseeing and facilitating course selection

#### **IV. Build an Inclusive Community by:**

- Serving as a leader in diversity, equity, and inclusion work
- Meeting with prospective families, serving on Admissions Committee, attending Admissions events, and supporting onboarding of new students and families
- Partnering closely with families to develop strong school-home bond in support of students
- Planning, co-planning, and overseeing divisional events such as All School Day, Blue and Blue Day, Blue and Gold Day, End of Year Awards and Move-Up Ceremonies, and Orientation

#### **V. Works collaboratively with the Middle School Head on all school matters.**

#### **Strong candidates will:**

- Demonstrate excellent organizational skills, follow-up, and attention to detail
- Take initiative in developing programming to strengthen the division
- Anticipate potential obstacles and take proactive steps to make improvements and solve problems
- Be collaborative, creative, and solutions-oriented
- Exhibit excellent professional judgment and instincts
- Communicate clearly and lead difficult conversations in compassionate and supportive ways
- Demonstrate strong interpersonal and community-building skills

- Have the ability to maintain confidentiality and contribute positively to team dynamics
- Have a demonstrated track record of success adhering to and being an ambassador for school policies and procedures
- Exhibit professional, ethical, and responsible behavior at all times that is consistent with SCH's mission and values
- Maintain professional boundaries in relationships with all school constituencies
- Demonstrate a willingness to work long hours when specific situations require
- Demonstrate a strong commitment to creating an inclusive culture

### **Application Procedures**

Interested candidates should email a letter of interest and a resume to [careers@sch.org](mailto:careers@sch.org).

*Springside Chestnut Hill Academy is an equal opportunity employer.*