

# All Saints Academy

**Position:** *Associate Head of Middle and Upper Schools*

**Reporting Line:** *Reports directly to the Head of Middle and Upper Schools*

**School Summary:**

All Saints Academy was founded in 1966 as St. Paul's Episcopal Parish School under Father Gilbertson and Father Sturup of Saint Paul's Episcopal Church. The school did not adopt its current name until 1993, when the middle and upper school portions of the facility were added, extending the grades serviced to grade twelve.

**Mission:** Inspiring independent thinkers, principled leaders, and humble learners.

**Vision:** All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds striving to maximize each student's unique potential by instilling a sense of worth that comes with a purpose, direction, commitment, and success.

**The Associate Head of the Middle and Upper Schools Overview:**

The Associate Head of the Middle and Upper Schools is a skilled educator who is responsible for directly working with the Head of the Middle and Upper Schools to implement 6-12 initiatives, guided by the Strategic Plan. The Associate Head of the Middle and Upper Schools works closely with the Head of the Middle and Upper Schools in maintaining the 6-12 academic and co-curricular model, focusing on student life, data informed decision-making, and classroom observations and coaching. If the Head of the Middle and Upper Schools is not on campus the Associate Head of the Middle and Upper Schools acts as the divisions' head. The Associate Head of the Middle and Upper Schools will assist in championing and playing roles in executing the Board-approved strategic plan, supporting an inspirational vision to parents, and securing the highest standards within the school. Specific duties are summarized below.

**Role Description:**

*Education*

- Ensure that systems are embedded for the collection and scrutiny of data, allowing teachers and leaders to monitor progress and use data to inform planning.
- Ensure effective curriculum planning, design and management, mindful of the needs of the students and their intended progression to colleges and universities, through four-year plans for all upper school students.

- Coordinate and assist in executing plans for periodic and annual testing, and uses of the resulting data.
- Develop and assist in the execution of a comprehensive plan for student life that complements the school's curriculum and philosophy--including class trips, student travel, and service opportunities--and unites student clubs and organizations.

#### *Strategy, Structure, and Operations*

- Assist in shaping the unique characters of the Middle and Upper Schools, with clear vertical alignment between all divisions.
- Assist in implementing objectives from the strategic plan pertaining to the Middle and Upper Schools.

#### *Personnel*

- Responsible for assisting in implementing a standardized evaluations system of all staff within the Middle/Upper Schools.
- Assist with the supervision and coordination of co-curricular and extra-curricular activity programs of the school; assist in the planning and presentation of school assemblies and programs; assist in maintaining a comprehensive calendar of school events.
- Serve as a consultant and coach to teachers in matters of classroom management, teaching methods, and general school procedures.

#### *Community*

- Maintain a highly-visible presence within the school community.
- Ensure that the Head of the Middle and Upper Schools is aware of the educational, physical, social, and psychological needs of the members of our school community.
- Other duties as assigned from time to time by the Head of the Middle and Upper Schools

### **Specific Qualifications**

#### *Knowledge, Experience, Attributes, Character, and Understanding*

- Master's degree preferred
- Experience at independent school(s) preferred
- Minimum of five years teaching experience required, along with experience in school leadership
- Experience in working with middle/upper school students is preferred
- A track record of leading improvement and of developing and implementing innovative educational ideas
- Willingness to obtain continuing education as needed to perform well in the position
- Demonstrated experience in the instruction of students with varied learning styles and levels of mastery
- Commitment to ASA's mission and vision
- Demonstrated flexibility and experience in effectively solving challenging problems through a positive, collaborative approach
- Demonstrated responsiveness to accountability requirements

- Expert-level written and oral communication skills
- Strong interpersonal and team building skills
- Consistency in meeting deadlines
- Knowledge of College Board and Educational Records Bureau testing, and trends in testing
- Demonstrated initiative and skills in the following areas: relationship and community building, educational leadership, communication, conflict resolution, creativity, problem solving, decision making, and time management
- Willingness to serve additional hours when specific needs arise
- Adaptable and resilient
- A proven ability to support, motivate, lead and manage a diverse staff
- Open, respectful and sensitive to practices that build unity
- Ability to exercise excellent judgment
- Excellent organizational skills; ability to establish and manage multiple priorities and to work under pressure

Please contact [HR@allsaintsacademy.com](mailto:HR@allsaintsacademy.com) if you are interested in applying for this position.