

Old Trail School

Old Trail School is a co-educational, nationally-recognized, Toddler thru Grade 8 independent school located in the Cuyahoga Valley National Park. The School offers a personal, nurturing and challenging program to students and families in a five-county region that emphasizes excellence in academics, athletics and the arts. As the only independent school in the United States inside of a national park, Old Trail values its commitment to sustainability and environmental stewardship. OTS students, faculty and staff live by the Core Values of Respect, Responsibility, Goodness and Service.

Old Trail School is an Equal Opportunity Employer, and all employment decisions are made without regard to religion, gender, race, color, national or ethnic origin, marital status, sexual orientation, physical challenge, or veteran status. This policy extends to all aspects of recruiting, hiring, promotion, training, compensation and benefits.

If you have questions or a grievance related to this policy, please contact Sarah Johnston, Head of School, at 330.666.1118 or mail to: Old Trail School, 2315 Ira Road, P.O. Box 827, Bath, Ohio 44210-0827.

POSITION: MIDDLE SCHOOL DIVISION DIRECTOR

START DATE: JULY 1, 2022

REPORTS TO: HEAD OF SCHOOL

CLASSIFICATION: FULL-TIME, EXEMPT; SALARIED WITH BENEFITS

COMPENSATION: COMPETITIVE WITH AREA INDEPENDENT SCHOOLS

Old Trail School is seeking a Division Director to support the Middle School for the 2022-2023 academic year. The Middle School Division Director reports to the Head of School and oversees all activities involving students, faculty, and staff in the Middle School. The division director is charged with the comprehensive responsibility of all curricular and non-curricular development/activities involving students and faculty in their respective division to create a dynamic learning environment. This position will help to plan, create, and execute the strategic direction of the Division and the School in consort with the Head of School.

GENERAL DIVISION AND SCHOOL OVERSIGHT

- Maintain congruency between the school's board-approved mission statement and all activities of the division.
- Act as the educational leader of the school division, responsible for its day-to-day operation.
- Direct the activities of the school's instructional and non-instructional staff in the performance of their duties.
- Maintain the budget for the division, in collaboration with the Chief Financial Officer.
- Be a visible presence in all areas of the school.

- Lead the academic policies in the articulation of the school mission, school goals, department goals, course objectives, materials, methods, and means of assessment.
- Review and evaluate the academic programs, including for horizontal and vertical curricular flow.
- Be aware of the educational, physical, social, and psychological needs of the school community, and develop plans for meeting those needs.
- Ensure compliance with legal requirements of government regulations and agencies, and maintain the educational standards established by the state and by those agencies that examine and accredit the school.
- Keep the Head of School informed of the general programs, activities, and problems of the school.

STUDENTS AND PARENTS

- Function as the chief articulator of the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consonant with their individual roles.
- Be knowledgeable and able to articulate advances and trends in pedagogy and education.
- Provide an orderly, controlled environment in which learning can take place in a school climate that is supportive and reflects high morale.
- Maintain complete academic records on all students.
- Oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.
- In conjunction with school leadership, establish guidelines for proper student conduct and dress.
- Maintain accurate records of student attendance and citizenship.
- Assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment.
- Oversee the coordination of the co-curricular and extra-curricular activity programs, including the planning and the presentation of middle school assemblies, trips, programs, and concerts.

FACULTY AND STAFF

- Observe, supervise, and evaluate the faculty, including through classroom observation.
- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- Make recommendations to the head of school regarding the hiring and retention, and the assignment of faculty.
- Establish programs for the in-service training of all teachers, and for the evaluation of classroom teachers.
- Ensure that teachers are familiar with and adhere to school policies in all areas of the school's operation.
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and the recognition of individual differences and the special abilities and strengths of each teacher.

- Conduct regular meetings with faculty that will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.

REQUIREMENTS:

- Bachelor's degree; Master's degree in education or school administration preferred
- 5 – 7 years' experience as a lead teacher
- 2 – 3 years' experience as an administrative leader, preferably in independent schools
- Proven success at working collaboratively in educational leadership
- Dynamic instructional leader with a solid understanding of the developmental and curricular needs of students in the middle school division
- Outstanding leadership skills
- Exceptional written and oral communication skills
- Excellent organizational and presentation skills
- Strategic thinker and empathetic problem solver
- Technologically savvy

In addition to the primary responsibilities listed above and understanding that not all tasks involved with these responsibilities are itemized. The position is also required to perform any duties assigned by the Head of School on an “as needed” basis. It is expected that they will adhere to strict confidentiality, show initiative in problem solving, provide leadership and assistance in the division where needed, and contribute to Old Trail School in a positive and proactive manner.

All applications should include a cover letter and resume. Please email to: positions@oldtrail.org ; No phone calls please.