



# BELMONT HILL SCHOOL

## *Middle School Director*

JULY 1, 2023

BELMONT, MASSACHUSETTS

[WWW.BELMONTHILL.ORG](http://WWW.BELMONTHILL.ORG)





# Belmont Hill • *Director of the Middle School*

---

**POSITION TO BEGIN JULY 1, 2023**

## **ABOUT BELMONT HILL**

Belmont Hill School enrolls 460 students grades 7-12, providing an environment in which boys learn to think deeply, act ethically, and develop into young men of character. With a strong record of academic excellence and achievement in athletics and the arts, Belmont Hill benefits from a robust alumni and parent network and a strong administration committed to balancing tradition and innovation in the ongoing life of the School.

As a founding member of the International Boys' School Coalition, Belmont Hill is a leader in single-sex education, harnessing the substantial benefits of boys' education while simultaneously preparing students for participation in a coeducational world. Extracurriculars often include students from nearby girls' schools. Belmont Hill is committed to building a strong and inclusive community that supports student identity development and belonging in a close-knit community.

The Belmont Hill student body draws from over 61 Boston-area communities, with diverse economic, ethnic, and racial backgrounds. The school has a long-standing commitment to financial aid, awarding \$5.9 million in financial aid to approximately 27% of families with an average grant of \$41,541. Primarily a day school, Belmont Hill also offers a five-day boarding option for nearly 30 students, who benefit from a structured weekday environment and close relationships with faculty dorm parents.

In recent years Belmont Hill has introduced greater curricular flexibility, implementing new technologies, and advancing a more inclusive school community through financial aid initiatives and forums for discussion and education around diversity and belonging. The School will celebrate its Centennial in 2023, commemorating 100 years of boys' education and looking forward to many continued growth and innovation. Belmont Hill's well-appointed 32 acre campus sits eight miles from downtown Boston at the north side of the residential town of Belmont.



# Belmont Hill • *Director of the Middle School*

---

**POSITION TO BEGIN JULY 1, 2023**

## **ABOUT THE POSITION**

The Director of the Middle School is a member of the Senior Leadership Team and will report to the Assistant Head of School. The Middle School division is grades 7-9 (approximately 200 students). The Middle School Director oversees student life and works with students, faculty, staff, administrators, and parents. In this position, the Director will teach one class, coach a sport or an extra-curricular activity for one season, and advise. The Director will also serve as member of Administrative Staff, Disciplinary Committee, Admission Committee, Academic Policy Committee, and Health Team.

## **RESPONSIBILITY FOR ACADEMIC AND NON-ACADEMIC PROGRAMS**

- Integrating the School's mission, values and, Form themes into all activities
- Establishing the tone and culture of the Middle School—clear structural guidelines, rules, routines, and expectations
- Running day to day operations of the Middle School, including academic and extra-curricular programs, and all disciplinary issues
- Overseeing the division's advisor program including faculty and student placement, meeting agendas, faculty support for grade-level activities, and attend all Form-level advisor meetings and report card meetings
- Organizing school calendar with Upper School Director
- Assisting in the Admission process in evaluating applicants and organizing new student placement tests and course selection
- Collaborating with the Health and Wellness team to develop and implement the health program
- Presenting to parents during Orientation, Back to School Night, Open House, curriculum planning process, and other events throughout the school year
- Representing the needs of the division to Head of School and Administrative Team
- Participating in the School's effort to hire, evaluate and develop faculty members
- Working with the transportation department to set the bus schedule and communicating with boys and parents regarding expectations for riders





# Belmont Hill • *Director of the Middle School*

POSITION TO BEGIN JULY 1, 2023



## MIDDLE SCHOOL CURRICULUM

Our innovative Middle School (grades 7-9) curriculum encompasses Form-based themes for each of the three years:

**FORM I: *Who are your heroes and why?*** Boys will repeatedly examine their developing value systems and consider what they respect and value in the people in their lives and those in the public eye.

**FORM II: *Finding your voice/qualities you admire in others.*** Boys consider this question while evaluating literary, historical, and present-day people.

**Form III: *Leadership, Responsibility, and the Future.*** Faculty will continue to educate students about their responsibility to look outside their own worlds and to assume a broader world view. Our goal is to maximize their position as leaders within the Middle School while providing them with the skills necessary to become responsible and positive leaders for a better future.

## QUALITIES AND QUALIFICATIONS

- School leadership experience and experience teaching Middle School students
- Strong communication skills; both oral and written
- Excellent organizational skills with a high level of initiative
- Ability to support and encourage faculty, staff, and students
- A collaborative approach to leadership balanced with the ability to make decisions
- A master's degree strongly preferred

Interested candidates should contact  
Carney, Sandoe & Associates

John Faubert  
[jfaubert@carneysandoe.com](mailto:jfaubert@carneysandoe.com)

•  
Andrea Quintanar  
[andrea.quintanar@carneysandoe.com](mailto:andrea.quintanar@carneysandoe.com)



[WWW.BELMONTHILL.ORG](http://WWW.BELMONTHILL.ORG)

