

LEADERSHIP OPPORTUNITY  
CHICAGO, IL

LATIN  
SCHOOL of CHICAGO

DIRECTOR OF  
MIDDLE SCHOOL





*We're committed to seeing everyone within these walls succeed and reach their full potential through an educational experience that will empower them to tinker, to make mistakes, to ask questions, to change how they see the world around them.*





A nationally recognized leader in independent education, Latin School of Chicago is seeking an exceptional, self-assured, and collaborative educator to become the new Director of Middle School.

Reporting to the Head of School, the Director of Middle School (grades 5–8) will be an integral part of the senior leadership team, and they will work collaboratively to help guide Latin School of Chicago into the future. Latin is a stable school with a strong reputation in the Chicago area with a commitment to excellence. The school does not jump on the latest bandwagons of education, but rather they are thoughtful, deliberate, and data-driven in their program development and decision-making. The new Director will come into Latin at a time of some transition with a new Head of School and new Assistant Head of School, but this should be seen as the opportunity that it is - an opportunity to listen, learn, evaluate, and make changes to better support the school and its rigorous program as it grows and evolves.





The Director of Middle School will join a leadership team of hard-working, dedicated, and mission-aligned educators who put the students at the center of all conversation and decision-making.

The Director will need to quickly build relationships and community while simultaneously jumping feet first into a fast-paced and highly-functioning division. The division has been a standout at Latin and a steady home for the complex middle school years. The Middle School team are passionate about middle school students, and very involved in the community. The new Director will share those qualities and will be excited to lead by supporting, motivating, and empowering the team. The Director will succeed a highly successful and long-standing administrator, so they must be confident in their skills and competencies to helm a superb division. It is expected that the Director will arrive and start asking questions before taking action. Innovation and forward-thinking are welcomed; asking for help is encouraged.

## STRATEGIC PRIORITIES

The Director of Middle School will be a strategic partner and thought leader who will help strengthen and advance Latin School of Chicago's vision and strategic plan for the Middle School. By working in close partnership with key constituencies, the Director of Middle School will prioritize the following:

- Integrate, deepen, and make personal the Latin learning experience for each and every person in the Latin Middle School community
- Authentically embed diversity, equity, and inclusion into all facets of the Middle School experience at Latin from curriculum, to hiring, to professional development and training
- Invest in Middle School leadership, faculty, and staff as Latin's most important assets in the development of their students
- Partner in improving the hiring and retention of faculty and staff from underrepresented communities, so that the Latin community better reflects the student body and the city of Chicago
- Focus on engaging with Middle School families, school alumni, and the city of Chicago to make student learning more connected to the professional world and the communities in which they live
- Partner with the Middle School Dean to support a restorative justice approach to discipline currently being used in the Middle School
- Align philosophies and "developmentally appropriate" practices with both Lower and Upper School Divisions
- Implement and operationalize *The Portrait of a Latin Learner*, launching in spring 2023

## ESSENTIAL FUNCTIONS

- Oversee the development, alignment, and evaluation of curriculum in collaboration with the instructional leadership team of the school



# THE POSITION

- Work cross-functionally across academic and administrative divisions in the planning and running of the school
- Be the spokesperson and champion of, and for, the Middle School division in front of various stakeholder audiences, including parents, prospective families, Board of Trustees, etc.
- Work in close partnership with others in the Director's office, including the Assistant Director of Middle School and the Administrative Assistant
- Be an integral voice and participant in the admissions process, including open houses, sitting on the Middle School Admissions Committee, interviewing candidates, etc.
- Prepare Middle School students for the expectations of the Upper School
- Maintain academic and extracurricular excellence
- Plan and allocate the annual division budget
- Embed diversity, equity, inclusion, and justice into Middle School curriculum, culture, hiring, and admission's activities in partnership with key stakeholders, including the Director of Diversity, Equity, and Inclusion, the MS DEI Coordinators, and the DEI Committee
- Meet regularly with Middle School parents in a variety of formal and informal formats
- Meet regularly with the Board of Trustees to update and answer questions about the Middle School division, when needed
- Write regular communications to parents, prospective families, faculty, students, etc.

## QUALITIES AND ATTRIBUTES

- Persuasive and self-assured leader who can win over hearts and minds, and build trust and community
- Passion for child development during the middle school years
- Savvy, dynamic, prolific, transparent communicator, both written and verbal, to key constituencies, including parents, Board, and faculty







- Innovator focused on enriching academic and community experiences
- A commitment to accountability, integrity, and action
- Excellent conflict management skills and the ability to navigate difficult conversations
- Analytical thinker, savvy about the use of data to inform decisions around support for students
- Ability to bring joy into a hard working community; uplifting and motivating
- Someone who embraces tech innovation and is supportive of teachers who want to do and try new things
- Organized, unflappable, and level-headed
- Collaborative team player with a listening ear

## QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree required; advanced degree preferred
- A minimum of 8–10 years of related experience working with students in grades 5–8
- Experience as a middle school teacher
- Experience with integrating and upholding the principles of DEIJB
- Experience leading and managing a large faculty
- Understanding of and experience with restorative justice practices
- Strong curricular development/design experience at an academically rigorous school
- Experience with the enrollment management process and Admissions activities
- Experience with budget planning, allocation, and management
- Strong and proven people development skills
- Experience successfully navigating change
- Demonstrated experience serving successfully in an educational leadership role in a school with varied and exacting constituencies

# THE SCHOOL

## PREFERRED QUALIFICATIONS

- Significant middle school teaching *and* administrator experience
- Independent school experience
- Knowledge of and experience in working with unions
- K12 experience in grades other than middle school

## MISSION AND VALUES

### *Mission*

Latin School of Chicago provides its students with a rigorous and innovative educational program in a community that embraces a diversity of people, cultures, and ideas. Latin inspires its students to pursue their passions and lead lives of purpose and excellence.

## DIVERSITY, EQUITY, AND INCLUSION

Diversity, equity, and inclusion efforts at Latin School of Chicago enable the school to fulfill an important element of their strategic plan, which commits them to “...cultivate a more inclusive and supportive climate for all constituents.” These efforts also further Latin’s expressed desire to ensure that all students and faculty, particularly those historically underrepresented, use their voices and thrive. Latin is committed to fostering a school and classroom culture, and a curriculum that supports these goals. In practice, that means presenting students with authentic windows and mirrors, a variety of perspectives and meaningful, immersive experiences that allow them to understand themselves, others, and the world around them.

To learn more about Latin’s commitment to DEI, [click here](#).

## VALUES

### *Excellence*

- *We support and celebrate one another and take responsibility for our words and actions, because we shape the lives of others in our community*
- *We embrace diversity within our school and in Chicago, knowing that it deepens our learning and enhances our empathy*
- *We use our resources wisely in order to be good stewards of our community and our world*

### *Community*

- *We support and celebrate one another and take responsibility for our words and actions, because we shape the lives of others in our community*
- *We embrace diversity within our school and in Chicago, knowing that it deepens our learning and enhances our empathy*
- *We use our resources wisely in order to be good stewards of our community and our world*

### *Integrity*

- *We are honest, fair and fulfill the commitments we make, building a culture of respect and mutual trust*
- *We give our best effort, take intellectual risks and learn to persevere*
- *We reflect and live with purpose, working toward goals that embody our genuine interest*





Founded in 1888, Latin is a coeducational day school serving 1,190 students in junior kindergarten through twelfth grade.

Latin brings together “Latin Learners” from 76 Chicago neighborhoods and 14 suburbs and boasts a vibrant community that comprises 152 faculty, 103 staff, and approximately 4,500 living and active alums. Latin’s location in the heart of Chicago affords its community plentiful opportunities to engage, connect with, and learn from the world they live within — just steps from their door. Latin is a school with high expectations and a devoted community.

## THE PROGRAM

Latin School of Chicago strives to create the best conditions for the growth, wellness, and achievement of every learner in the community. Their research-based approach to teaching and learning is evident at every level and in all areas of school life. Latin’s vision for educational excellence is to reinforce the value of an exemplary liberal arts education that makes learning inquiry-based, personal, and inclusive. Their educational approach will expand each Latin Learner’s capacity for purposeful learning - whether in their school, their city, or their world.

### *Middle School*

Latin’s Middle School (grades 5-8) is a happy, energetic, and vibrant place. The curriculum covers all the traditional core subject areas—math,



# THE SCHOOL

science, English and language arts, social studies, and language—but they use a range of innovative, creative ways to present the material. Middle School students learn best when they are engaged with the subject matter through concrete experiences like role playing, simulations, lab work, or exploration outside the classroom. Dynamic discussions and interactive lectures are designed to relate to the issues and ideas Latin knows middle school-aged students are thinking about. Additionally, the concept of metacognition is central to Latin's Middle School experience and the division places a focus on self-advocacy and executive functioning skills. Overall, Latin strives to make the experience in Middle School challenging, joyful, and fun while preparing students for the rigor that lies ahead in high school.

## CAMPUS & GEOGRAPHY

Latin is situated in three separate buildings in the heart of Chicago, the third-most populous city in the U.S.A bustling international center for education, finance, technology, arts, and culture, Chicago affords members of the Latin community numerous opportunities to engage, connect with, and learn from the world they live within.

Chicago is home to leading universities such as the University of Chicago, Northwestern University, University of Illinois at Chicago, and The School of the Art Institute of Chicago. It also boasts a world-renowned arts/culture scene that includes The John G. Shedd Aquarium, The Art Institute of Chicago, Museum of Science and Industry, Field Museum, Steppenwolf Theatre, the Goodman Theater, the Chicago Symphony Orchestra, and the Joffrey Ballet.

**1,190**  
**(Middle School 308)**  
*Enrollment*

**43%**  
*Students who identify as people of color*

**152**  
**(Middle School 36)**  
*Number of Faculty*

**24%**  
**(Middle School 33%)**  
*Faculty who identify as people of color*

**86%**  
**(Middle School 88%)**  
*Faculty with advanced degrees*

**9:1**  
*Average student-teacher ratio*

**\$4.68 million+**  
*Financial aid allocated*

**12%**  
*Students receiving financial aid*





# PROCEDURE TO APPLY

*Latin is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin. Black, Indigenous, and People of Color as well as members of the LGBTQ+ community are encouraged to apply.*

It is Latin's goal to attract, recruit, and retain an exceptional faculty that is inspiring, diverse, and committed to the school's mission. Latin supports their employees by welcoming them into an environment that encourages them to excel and by maintaining a generous salary and benefits package that helps them to flourish and grow.

Interested candidates should submit via [https://bit.ly/LatinSchool\\_Chicago\\_MD\\_Director\\_AppForm](https://bit.ly/LatinSchool_Chicago_MD_Director_AppForm) the following materials confidentially as a single PDF file:

- A cover letter indicating the candidate's particular interest in and qualifications for the position
- A current résumé
- A statement of educational philosophy
- The names, addresses, and telephone numbers of three references, including at least one recent supervisor. References should speak to the applicant's ability to be an effective educator and administrator, to work successfully with children, and to work collaboratively and collegially with adults (references will be contacted only with the candidate's permission).

Please address any questions by email to [jobs@strategenius.org](mailto:jobs@strategenius.org) or by phone at 415-881-7105.



## SEARCH CALENDAR

**January 13, 2023**

*Applications Due*

**Week of January 30, 2023**

*Semifinalist Interviews*

**Mid-February 2023**

*Finalist Interviews*

**Early March 2023**

*Hiring Announcement*

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