



# FREDERICA ACADEMY

Enriching the Mind, Body and Spirit.

**Title** Middle School Assistant Director

**Job Category** Middle School Administration & Faculty

**Description** Frederica Academy is a Pre-K – 12<sup>th</sup> Grade independent school located on St. Simons Island, GA. The School is a member of NAIS and GISA, accredited by the SAIS/Cognia/Southern Association of Colleges and Schools. The school has approximately 480 students. For more information, please see our school website at [www.fredericaacademy.org](http://www.fredericaacademy.org) and our School Profile under “About us.”

**Frederica Academy Mission:** To maximize each student's potential and prepare him or her for college and adult life through the development of mind, body, and spirit.

**Job Description:** The Middle School (MS) Assistant Director is responsible for providing leadership for the student experience and well-being, in ways that adhere to the school's mission and core values. The MS Assistant Director is an integral part of the administrative team, working closely with the Middle School Director and other school leaders, MS faculty, and parents to support students in the growth of their mind, body, and spirit. Demonstrated experience to effectively work and communicate with students, parents, and faculty outside of the classroom will enhance an applicant's candidacy. This is a 12 month employee position.

**Primary Duties and Responsibilities:**

- Partner with MSI Director to build and maintain a healthy culture of belonging within the MS
- Communicate effectively with students, families, and faculty both orally and in writing
- Collaborate with MS faculty, School Counselor, and Learning Specialist to support student well-being
- Support faculty in carrying out their duties with curriculum and classroom management
- Partner with school administration in managing and building schedules and policies
- Lead an annual MS class trip (Carpe Vitam program)
- Teach classes in the MS as needed

**Qualifications:**

- Master's Degree in Education and experience in independent schools preferred
- A passion for Middle School students and their developmental strengths and needs
- A desire to collaborate with diverse perspectives, personalities, and experiences
- Demonstrated leadership skills and ability to think strategically and be reflective
- Positive attitude, team spirit, and a sense of humor

**Environment Characteristics:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual can expect the possibility of a stressful environment while dealing with a wide variety of challenges and can anticipate deadlines with a varied array of student situations. The noise level in the work environment is usually moderate. Varied outside weather conditions during special activities and school events are possible. The employee will primarily teach indoors with occasional field trips off campus. Some evening and weekend commitments are required.

*Frederica Academy is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; gender; gender identity; national origin; age; sexual orientation; disability; genetic information; veteran status or any other characteristic protected under federal, state or local laws.*