



Middle Division Director

St. John's Episcopal Parish Day School

Tampa, FL

July 2024 • stjohnseagles.org



The Opportunity

ST Search & Consulting is assisting St. John's Episcopal Parish Day School (St. John's) in the search for its next Middle Division Director. Founded in 1951, St. John's is a co-ed, Episcopal independent school in Tampa, Florida, serving 595 students in pre-kindergarten through grade eight.

St. John's Episcopal School prepares each of its students for lifelong intellectual and spiritual growth by providing a superior educational experience within a nurturing Christian environment.

St. John's is distinguished by 70 years of demonstrated success in preparing children for lives of learning and service in an ever-changing society. Renowned for its Episcopal identity, a core belief in the potential of all children and the sanctity of childhood, the school delivers an unparalleled, values-driven preparatory education. Hard work, faith, honesty, and a commitment to excellence allow graduates of St. John's to thrive in high school, college, and beyond.

St. John's core values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the school's mission statement. Students are *Empowered to Lead, Inspired to Serve*. A feeling of positive energy, inclusiveness, optimism, respect, and kindness permeates all three of the school's campuses.

The next Middle Division Director will play a pivotal role in overseeing the day-to-day operations and the implementation of strategic goals for St. John's Middle Division (240 students in Grades 5-8). They will possess the optimism, objectivity, and emotional stability necessary to navigate the ups and downs of Middle Division students and faculty. The ideal candidate is an experienced, dynamic, and dedicated leader who stands in alignment with the mission, vision, and core values of St. John's Episcopal Parish Day School.

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To Apply

Please complete the online [Application](#) to become an ST Candidate and submit a cover letter explaining your interest in and qualifications for this position.





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Performance Objectives

Communicate a Vision for the Middle Division

Develop and articulate a vision for the Middle Division that serves both current and future students. Consider what potential new practices can be implemented in the short term, but also plan ahead for the inevitable changes with the opening of a new facility in the coming years. Explore potential new offerings across the student experience, including those in the Arts, Athletics, and the academic disciplines.

Nurture a Culture of Thoughtful Change

Implement a curriculum review with a focus on incorporating best practices in middle years curriculum design, while preserving the program's academic excellence. Continue to support professional development opportunities for teachers to stay updated on innovative teaching methods and foster a culture of thoughtful change and continuous improvement in instructional practices. Coordinate with the other division directors to ensure vertical alignment through the full academic program of the school.

Strengthen Middle Division Team Unity

Explore ways to create time for teachers to discuss interdisciplinary curricular ideas across all Middle Division grade levels and academic disciplines. Foster a culture of engagement, excitement, and positivity within the Middle Division team. Maintain clear and consistent professional expectations and accountability, while simultaneously providing high levels of support.

Facilitate Effective Communication and Parental Engagement

Build and foster strong parent relationships through regular engagement and programming, including the transition to the Middle Division and the secondary school selection process. Develop a communication plan for how changes, especially those related to the new building, will be incorporated and communicated to families. Nurture parent relationships through a culture of engagement, excitement, and positivity.

Build and Celebrate a Community Enriched by Diverse Perspectives

Support an inclusive school community in which all members feel they belong, matter, and that their voices are important. Partner with the admissions office to create strategies to attract and enroll a more diverse student body. Ensure hiring practices are designed to attract and retain teachers of excellence, with an eye to building a more diverse faculty.





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The Position

Core Qualifications

- Highest standards of personal integrity and professionalism.
- Able to organize and prioritize a complex and dynamic set of activities.
- Master's degree in subject matter and/or educational administration.
- Substantial teaching and administrative experience, preferably in an independent school environment.
- Excellent verbal, listening, and written communication skills.
- Demonstrated ability to delegate effectively.
- Demonstrated leadership, highlighted by the ability to problem solve, build consensus, and work in collaborative partnerships across all constituent groups.

Essential Job Responsibilities

- Serve as the educational leader for the Middle Division, developing and articulating school and subject goals, course objectives, etc.
- Ensure alignment between school mission, vision, values, and all activities of the Middle Division.
- Implement a program and philosophy that achieve the goals set forth in the 2022 Strategic Plan.
- Function as chief articulator of the division's programs, expectations, and behavioral guidelines.
- Promote a safe and supportive school climate where optimal learning can take place.
- In collaboration with the Head of School, oversee the hiring, onboarding, retention, termination, and assignment of faculty and staff.
- Conduct regular staff meetings with faculty and staff.
- Assist with programs for the orientation of new teachers and in-service training of all teachers, ensuring that teachers are familiar with and adhere to school policies in all areas.
- Serve as a consultant to faculty in matters of classroom management, teaching methods, and school procedures.
- Prepare a master division class schedule and assign teachers and students to classes and other obligations.
- Facilitate professional growth and communication among the Middle Division faculty.



- Oversee curriculum development and implementation along with faculty members.
- Establish supportive relationships with faculty, provide coaching and mentoring for Middle Division faculty who are new or otherwise in need of assistance.
- Working with the Assistant Middle Division Director, oversee the coordination of the co-curricular and extracurricular activity programs of the Middle Division.
- Maintain student discipline consistent with school policy.
- Attend Middle Division athletic and extracurricular events.
- Support the transition of students to programs after St. John's.
- Communicate with Middle Division families and the St. John's community-at-large regarding Middle Division activities, events, and other issues.
- Collaborate with the Athletic Director to see that all sports activities are administered in accordance with school philosophy and expectations.
- Support the admission and re-enrollment activities for the Middle Division and coordinate activities to introduce Grade 5 families and students to the division.
- Assist the Head of School and Chief Financial Officer/Chief Operations Officer in carrying out school policies, budgets, and business practices.
- Work with the Director of Enrollment Management throughout the admissions process including evaluating candidates and participating in enrollment decision making.
- Attend parent conferences and other parent meetings as necessary.



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The School

Episcopal Identity

As the oldest Episcopal school in Central Florida and the second oldest in the state, St. John's has a foundation in the Christian faith. Across all three of its campuses, St. John's seeks to integrate religious and spiritual formation into the overall curriculum and life of the school community. In doing so, however, they celebrate the inclusiveness that is the mission of Episcopal schools. All who attend and work at St. John's – Episcopalians and non-Episcopalians, Christians and non-Christians, people with no faith tradition – are invited both to seek clarity about their own beliefs and religions and to honor those traditions more fully and faithfully in their own lives.

Through daily chapel, St. John's students have an opportunity to consider how they lead lives of service and integrity. Furthermore, attending chapel encourages the school community to encourage one another. Above all, St. John's exists not merely to educate but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God.

Primary Division

Welcoming Grades K(4) and K(5), the Primary Division focuses on the development of the whole child. The experienced teachers understand the needs and talents of four- and five-year-olds and have crafted a curriculum and structured daily routine to play to their distinctive strengths. This curriculum nurtures growth in all areas of childhood development: cognitive, physical, personal-social, creative, and spiritual. The supportive and caring peer group and school setting enables each child to receive nourishment of both the social and emotional skills needed to succeed in the classroom and in life. By placing emphasis on the building blocks of phonics, handwriting, and mathematics, the program ensures that students matriculate to the Lower Division as prepared, proficient readers, writers, and mathematical problem solvers.

Lower Division

At the Primary Division, Grades 1-4 enjoy a classroom

At a Glance

Founded: **1951**
Grades: **K(4)-8**
Total Enrollment: **593**
Primary Division Enrollment: **126**
Lower Division Enrollment: **247**
Middle Division Enrollment: **220**
Total Faculty and Administration: **80**
K(4) Student/Faculty Ratio: **10:1**
K(5)-Grade 5 Student/Faculty Ratio: **16:1**
Grades 6-8 Student/Faculty Ratio: **19:1**
Average Faculty Tenure: **7 years**
Average Faculty Total Experience: **16 years**
Faculty with Postgrad Degrees: **23**
Highest Tuition: **\$17,990**
Board of Trustees: **17**
Most Recent Accreditation: **March 2024**

experience geared towards helping each student develop and implement ideas while demonstrating creativity, critical thinking, collaboration, and communication skills. Within this nurturing and stimulating environment, there is a strong emphasis on building character and empathy as students learn about their world. The curriculum provides a strong foundation in literature-based reading, phonics, writing, hands-on mathematics, social studies, and technology. Specialist teachers also work with students during the week in the areas of art, music, science, library, Innovation, and physical education.

Lower Division students gain leadership skills such as self-awareness, accountability, self-motivation, and collaboration through character education. As the oldest members of Lower Division campus, Grade 4 students serve as reading partners for Grade 1 students, car door openers during morning drop-off, and as readers and acolytes for the Eucharist service once per week.



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The School *(continued)*

Middle Division

Academics

The Middle Division program, welcoming Grades 5-8, is grounded in the understanding that students are changing developmentally in unique ways as they enter adolescence. As such, Grade 5 is a transition year from their elementary to middle level education. Classrooms are located on the second floor and next to their lockers so students can easily find their way around and move from room to room. The Grade 5 teaching team provides guidance and support to ease them into the Middle Division experience.

A Middle Division student's day is composed of five above grade level academic classes (English, Science, Social Studies, Math, & Foreign Language), four rotating Fine Arts classes (Art, Music, Innovation, and Divinity), and Physical Education. Each subject is taught by content specialized teachers who are dedicated to their subject areas and students. The 'one-to-one' iPad program is thoughtfully and strategically used to enhance collaboration, digital and information literacy, project-based learning, and differentiation.

Graduate Success

The Middle Division program at St. John's is renowned among Central Florida for preparing students for future success at the secondary school level, whether in the most competitive independent schools or public high schools. The curriculum is designed to provide increasingly challenging and vigorous academic course work. These exceptional academics are attested by the continued success of graduates in their high school experiences. On average, 95% of students are accepted into their 'first choice' private high school, with schools ranging among South Tampa's premier high schools, including Academy of the Holy Names, Berkeley Prep, Jesuit High School, Tampa Prep, and the local IB programs.



'A Place to Grow' Capital Campaign

Renowned for over 70 years of educational excellence in the Tampa community, St. John's envisions a campus that supports unprecedented opportunities to transform the lives of current and future generations of children. The new campus will provide spacious classrooms to support innovative teaching and learning, dedicated outdoor spaces for play, expansion of the performing arts, state-of-the-art spaces for robotics, STEM, video production, technology integration, and so much more.

Opportunities for Exploration

St. John's recognizes the Middle Division as a developmentally appropriate period of time for exploration among extracurriculars. Thus, students are encouraged to participate in multiple activities — and the school's no-cut policy ensures these opportunities may come to fruition. Whether participating in one of St. John's 14 athletic teams, the visual and performing arts, music, or one of St. John's after-school enrichment offerings, students graduate from the Middle Division with confidence in the pursuit of new interests and more excitement toward contributing to their secondary school in meaningful ways.

Middle Division Experiential Learning

While local experiential learning is available to all students, each Middle Division class participates in a developmentally appropriate experiential learning opportunity: Grade 5 swims with the manatees in Florida Springs; Grade 6 enjoys the historical sites of St. Augustine; Grade 7 hikes the Everglades and snorkels with tropical fish in the Florida Keys; and Grade 8 journeys to the majestic sites of Yosemite. These experiences not only enrich students' learning through curriculum-based concepts but also preserve tradition as students anticipate and enjoy each trip throughout their time in the Middle Division.





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The Community

Tampa, Florida

Situated on Florida's Gulf Coast, Tampa presents a diverse range of attractions and amenities for residents and visitors alike. From the historic Ybor City, with its lively streets and Cuban influence, to the serene waters of Tampa Bay, where dolphins play and sailboats glide, the city boasts a diverse tapestry of experiences. Tampa's vibrant cultural scene includes institutions such as the Tampa Museum of Art and the Glazer Children's Museum, along with performance venues like the Straz Center for the Performing Arts. Sports enthusiasts can rally behind local teams like the Tampa Bay Buccaneers, Rays, and Lightning, fostering a strong sense of community pride. Outdoor enthusiasts can explore parks, waterfronts, and nature preserves for activities like boating, fishing, hiking, and biking.

South Tampa, which houses St. John's campuses, emerges as a standout neighborhood within the city, celebrated for its upscale ambiance and picturesque waterfront views. It offers a unique blend of historic charm and modern conveniences, with boutique shops and diverse dining options lining its streets. Whether immersed in downtown's energy or savoring the tranquility of its shores, residents find South Tampa to be an inviting locale for a dynamic and enriching lifestyle.

Application Process & Timeline

For consideration, candidates should submit applications to ST Search at SouthernTeachers.com, along with a current resume and a cover letter explaining their interest in and qualifications for this leadership position.

Questions may be directed to Highley Thompson at Highley.Thompson@SouthernTeachers.com or 434-202-4931.

Please do not contact the school.

Initial interviews with the consultant at ST Search will be ongoing.

The new Middle Division Director will begin work July 2024.

