Position: Middle School Director

Responsible to: Head of School

Required Qualifications:
- A deep faith in Jesus Christ as Lord and Savior and acceptance of the authority of Scriptures as a guide for faith and living
  - Actively pursues spiritual growth through personal devotions, Bible study, church involvement, etc.
- Understand and actively support The Christ School mission, vision, and defining characteristics
- Bachelor’s degree or higher from an accredited college/university
- Five years of teaching experience, preferably at the middle school level
- Proficiency in GoogleSuite (docs, sheets, gmail, calendar)
- Highly effective verbal and written communication skills
- Must be able to effectively traverse possibly uneven ground
- Must be able to ascend/descend multiple flights of stairs and transport about 10-15 pounds

The ideal candidate will have an advanced degree in education, at least 5 years of leadership experience, preferably in an independent, Christian middle school. The position reports directly to the Head of School and will be a member of the school leadership team.

General Responsibilities: The middle school director is responsible for all activities involving students and faculty in the middle school. The specific responsibilities include:

- Serve as the educational leader of the middle school, responsible for the day-to-day operation; direct the activities of the school instructional faculty and staff and in conjunction with the director of business operations, the non-instructional staff in the performance of their duties.

- Assist in advancing the school’s Christ-centered mission by actively seeking personal faith growth and development and continuously modeling and articulating an emphasis on developing a Biblical life and worldview for all students.
• Be a visible presence in all areas of the school; work toward a resolution of all problems, as they arise; keep the head of school informed of the general programs, activities and problems of the school.

• Communicate the middle school program’s expectations, behavioral guidelines and other information necessary to ensure that all constituent groups are fully informed consistent with their individual roles.

• In conjunction with the lower school director, develop and lead the Academic Policies/Curriculum Committee in the articulation of the school mission, school goals, department goals, course objectives, materials, method and means of student assessment.

• Serve as an advisor to the faculty in matters of classroom management, parent relations, teaching methods and general school procedures.

• Observe, supervise and help evaluate the faculty in the development and implementation of curriculum; supervise the teaching process, review and evaluate academic programs.

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

• Make recommendations to the head of school regarding the hiring, retention, and the assignment of faculty and staff.

• Assist with the development of the budget for the academic program.

• Establish guidelines for proper student conduct and dress; maintain student discipline consistent with school policies, monitor students’ adherence to school rules; maintain accurate records of attendance and citizenship.

• Assist in the admission process for the testing, interviewing and evaluating applicants for enrollment.

• Produce the master schedule of classes for the middle school annually.

• Provide for the academic guidance of students; maintain complete academic records on all middle school students; oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.

• Be aware of the educational, physical, social and psychological needs of the middle school students and develop plans for meeting those needs.

• Work closely with local high schools and ensure a seamless articulation for graduates of The Christ School.
- Oversee the coordination of the co-curricular and extra-curricular activity programs of the school; assist in the planning and the presentation of school assemblies and programs, assist in maintaining a comprehensive calendar of school events; keep the entire school community informed of various school programs and activities.

- Other duties as assigned by the head of school.