



2515 Crossbow Court, Reno, Nevada 89511 | (775) 852-6222 | [www.sageridge.org](http://www.sageridge.org)

## **Full-Time Lower and Middle School Director**

Start Date: July 1, 2025

*The Lower and Middle School Director for Sage Ridge School (SRS) is responsible for the day-to-day operations of the Lower and Middle Schools (Grades 3-8), and further supports and operationalizes the strategic vision of SRS, including an increased emphasis on student-centered, constructivist teaching and learning practices. The Lower and Middle School Director works with and assists LS/MS faculty in the development of collaborative practices, facilitates curriculum mapping (vertical and horizontal alignment), and serves as the instructional leader for grades 3-8. Further, the Lower and Middle School Director works in collaboration with the Assistant Head of School/Upper School Director and the Head of School to continuously evaluate and improve Lower and Middle School programming.*

### **Department:**

- Leadership - P/T, reports to the Assistant Head of School.
- Teacher - P/T

### **Essential Job Functions:**

- Serve as the educational leader for the Lower and Middle School, responsible for its day-to-day operations
- Work in collaboration with the Academic Leadership Team (ALT) to implement strategic initiatives and ensure continuity between the Lower, Middle and High school learning journey
- Champion a culture of learning among faculty and staff, including development of LS/MS professional development
- Serves as the leader of all student and family relationships from grades 3-8
- Ensure quality client service for our students, families, and members of our community in support of our faculty and staff
- Oversee the LS/MS school discipline policy rooted in the school's mission statement and five pillars: scholarship, respect, integrity, courage, and community
- Instructional Leader for grades 3-8. Support, encourage, and mentor LS/MS faculty, including observations and evaluation
- Serve on the Leadership Team and the Academic Leadership Team
- Support admission and re-enrollment activities for LS/MS/US and collaborate with the Director of Enrollment Management to ensure retention and expansion
- Coordinate Outdoor Education curriculum with the Director of Student Life

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**Additional duties and responsibilities:**

- Teach 1-2 sections of classes as needed
- Coordinates with Department Chairs and Upper School Director on curricular alignment
- Oversee and develop the LS/MS Advisory curriculum that supports the academic and social-emotional well-being of students in collaboration with Student Support Services. Foster SEL and neurodivergent student learning in the LS/MS community.
- Co-coordinate and oversee supervision schedule with teachers and staff
- Oversee Teachers and Advisors' reporting and handling behavior issues for LS/MS
- Oversee and enforce the dress code LS/MS
- Oversee the MS Honor Council
- Perform other duties as assigned by the Head of School

**Competencies Required:**

- Relevant Bachelor's degree or the equivalent coursework and three years of full-time teaching or a Master's degree and one year of full-time teaching.
- Creativity, enthusiasm, flexibility, leadership, patience, persistence and embodiment of our Pillars
- Innovative mindset - curious and courageous in the implementation of high standards
- Ability to express one's viewpoints with clarity and precision; to listen with openness and not let disagreement turn into conflict; collaborate effectively and with purpose

**Employee Benefits:**

- Medical, dental, and vision insurance
- Retirement plan: Sage Ridge contributes 5% of gross annual salary to the 403(b) retirement plan with TIAA-Cref for full-time employees. Sage Ridge will match up to an additional 1% for a maximum total Sage Ridge contribution of 6%. Retirement contributions are vested over three years at a rate of 20% after completing one year of employment, 50% after completing two years and 100% after completing three years.
- Tuition remission: 40% reduction of tuition per child at Sage Ridge per academic year for full-time employees.
- Personal leave: Two personal leave days per academic year
- Sick leave: 10 days per academic year accruing monthly. Sick leave may accrue year-to-year not to exceed 30 days.
- Life insurance policy
- [Care24 through UnitedHealthcare](#) for health-related questions and counseling.
- Medical, vision and dental benefits for spouse and/or dependent coverage are available at group rates.

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- Aflac supplemental plans are available for employees to purchase at group rates.

*Sage Ridge School, as an equal opportunity employer, does not discriminate in its hiring of employees on the basis of race, color, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age or disability. We actively seek diversity among faculty and administration as well as among students.*

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