



## Job Description *Director of Middle School*

The Director of Middle School serves as an educational and community leader responsible for advancing the academic, social, and emotional development of students in Grades 5 to 8 in alignment with the school's mission and values. Reporting to the Head of School, the Director of Middle School provides leadership for curriculum implementation, faculty support and supervision, student life, and daily operations of the middle school division. This role collaborates closely with faculty, staff, students, and parents to create a nurturing, inclusive, and intellectually engaging learning environment that supports early adolescence during a critical stage of growth and development. As a member of the Leadership team, the Director of Middle School reports directly to the Head of School.

### **About Stanley Clark:**

Stanley Clark is an independent school serving preschool through grade 8 in South Bend, IN. Our Mission states: "We inspire each student to find a joy of learning through a comprehensive journey rooted in excellence, igniting limitless potential."

Our Core Values guide all that we do:

- ❖ Engage as empathetic critical thinkers
- ❖ Seek and build meaningful and authentic connections
- ❖ Foster a nurturing environment of kindness and integrity
- ❖ Empower through respectful collaboration
- ❖ Embrace a spirit of curiosity

### **Essential Duties and Responsibilities:**

#### **Leadership & Culture**

- Ensure alignment between the school's mission and the Middle School program
- Lead day-to-day divisional operations with consistency, clarity, and a positive tone that supports an exceptional learning environment
- Partner with the Head of Early Childhood/Lower School to ensure continuity across divisions
- Foster strong, productive relationships among students, families, and faculty; mediate when necessary

#### **Academic Oversight & Student Support**

- Oversee student progress, including report cards, conferences, and action plans
- Lead regular meetings with the intervention team to support student learning needs
- Coordinate the Advisory program

- Guide students and families through the transition to high school
- Ensure effective supervision of students throughout the school day

### **Communication & Community Engagement**

- Communicate regularly with families, celebrating successes and addressing challenges
- Maintain consistent communication with the Head of School regarding student progress and emerging concerns
- Collaborate with the Director of Marketing and Communications on storytelling and divisional highlights
- Partner with the Director of Enrollment Management to support enrollment and retention efforts

### **Faculty Leadership & Development**

- Hire, onboard, supervise, evaluate, and support faculty growth in partnership with the Head of School
- Lead purposeful and aligned faculty meetings and professional development
- Support and model ongoing professional growth

### **Operations & Program Management**

- Oversee divisional budget and resource allocation
- Facilitate scheduling in collaboration with the Scheduling Coordinator
- Manage key systems and processes, including course requests and FLEX programming
- Coordinate student leadership opportunities

### **Student Life & Signature Programs**

- Oversee and support Middle School assemblies and key student events
- Coordinate service learning and High School Night
- Lead planning for major year-end events, including Final Assembly and Commencement
- Maintain an active presence at academic, athletic, arts, and other co-curricular events
- Effectively utilize the student and parent handbook to ensure accountability and hold high character development.

### **Institutional Leadership**

- Serve on the Leadership Team and Curriculum Committee
- Collaborate across the school to advance strategic priorities

### **Additional Responsibilities**

- Perform other duties as assigned by the Head of School

## **Qualifications & Attributes**

- Master's Degree Preferred
- Demonstrated experience in educational leadership.
- Deep understanding of adolescent development and a passion for working with middle school students
- Commitment to fostering a culture of curiosity, joy, integrity, and engagement
- Strong communication, organizational, and interpersonal skills
- Ability to lead with clarity, empathy, and purpose in a dynamic school environment

## **Application Process**

Interested candidates should submit a cover letter, resume, and list of references to Ben Ottenweller, Head of School ([bottenweller@stanleyclark.org](mailto:bottenweller@stanleyclark.org)). Materials should reflect a commitment to the mission of Stanley Clark School and a passion for middle school education.

Stanley Clark School seeks educators who embrace community, lead with integrity, and are eager to contribute meaningfully to a vibrant and engaged learning environment.