



Morrystown Beard School

MIDDLE SCHOOL ACADEMIC DEAN

Start date: July 1, 2026

Morrystown Beard School seeks a collaborative, student-centered educator to serve as Middle School Academic Dean. In this full-time, 12-month position, reporting to the Head of Middle School, the Middle School Academic Dean provides leadership in support of a cohesive, developmentally appropriate academic program for grades 6–8. The Dean works closely with faculty, students, families, and school leadership to promote strong teaching and learning, support student and faculty growth, and ensure alignment within the Middle School and across the 6–12 academic program.

ABOUT MBS

Unwavering in its 130-year commitment to developing the potential of all students, Morrystown Beard School proudly seeks to harmonize academic rigor with moral and ethical development, guiding students towards a life of balance and authentic learning. An independent, coeducational day school, MBS serves students from more than 85 communities and nine counties in northern New Jersey. Students at MBS learn from expert, supportive teachers in classes that are small, welcoming, and challenging. Total school enrollment averages around 600 (Upper School~450 students; Middle School~150 students).

The successful candidate will:

Middle School Leadership Team Collaboration

- Partner with the Head of Middle School to support annual academic priorities
- Work closely with the Dean of Students and the Middle School counselor to support student learning and wellbeing
- Participate in grade-level and student support meetings
- Manage all communication in complex academic or student situations

Instructional Leadership

- Model and uphold the MBS Academic Honesty Policy
- Support the implementation of research-informed instructional practices that reflect the developmental needs of middle school learners
- Partner with faculty and department chairs to support alignment and progression of curriculum across grades 6–8
- Assist in the use of varied assessment practices to support student learning
- Participate in ongoing cycles of curriculum review and reflection
- Use student learning data to help inform instructional and programmatic decisions
- Collaborate with the Dean of Faculty team to ensure curricular alignment and consistency across campus

RESPONSIBILITIES

- Serve as part of the MS Administration Team
- Teach two sections, maintaining a strong connection to students and classroom practice
- Sit on the 6-12 Academic Council Committee

SALARY RANGE

The expected salary range for this position is \$70,000-\$100,000, commensurate with experience. Applicants must be eligible to work in the United States.

REQUIREMENTS

- Master's degree required
- Middle school teaching experience required
- Demonstrated interest in curriculum and instructional leadership
- Experience working collaboratively with faculty and families
- Strong communication and organizational skills
- Commitment to fostering an inclusive and supportive school community
- Strong interpersonal skills, a positive outlook, and a creative approach to problem-solving

HOW TO APPLY

Please submit your application electronically as a single PDF document. Your submission should be sent via email to employment@mbs.net and include:

- A cover letter detailing your interest and qualifications
- A current résumé
- Candidates who are invited to the next stage of the selection process will be requested to provide 3-5 professional references (references will not be contacted without the candidate's permission)

BENEFITS

Full-time MBS faculty and staff are eligible for a robust benefits package beginning on their first day of employment. Please visit MBS.net for highlights of our benefits.

NON-DISCRIMINATORY STATEMENT

Morristown Beard School does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, gender expression, gender identity, mental or physical disability, sexual orientation, parental or marital status, or any other basis protected by federal, state, or local law, ordinance or regulation, in its educational program(s) or employment.

Academic Oversight

- Coordinate the administration of standardized assessments (iReady, Admissions placement exams, etc.)
- Monitor student academic progress in collaboration with teachers, advisors, and families
- Help coordinate academic supports and interventions as needed
- Review grades and report card comments for clarity and consistency
- Participate in parent-teacher conferences when appropriate

6–12 Alignment

- Partner with Middle and Upper School Heads of School to support students' transition from grade 8 to grade 9
- Collaborate with the DEIB team to support alignment of initiatives across divisions

Program Leadership

- Assist in the development and management of student and faculty schedules
- Serve on Middle School admission committees as needed
- Support Middle School admission events in partnership with the Admissions Office

Faculty Support

- In partnership with the Head of Middle School, assist in the development of teaching assignments, advisory placements, and schedules
- Observe, support, and provide feedback to faculty in their instructional practice
- Collaborate with Department Chairs and faculty to support an inclusive academic program that reflects multiple perspectives
- Contribute to professional learning and growth aligned with Middle School priorities

Family Partnership

- Support clear and proactive communication with families about student learning and the Middle School academic program
- Assist in the development of parent-facing opportunities that deepen understanding of Middle School teaching and learning

Summer Responsibilities

- Assist in curating summer academic resources
- Support exploration of summer academic programming
- Contribute to planning faculty professional learning aligned with division priorities