

Assistant Director of Middle School

The Assistant Director is responsible for supporting the Director in the day-to-day operations of the Middle School. The Assistant Director works closely with the following three groups: students, parents, faculty and staff.

Specific responsibilities:

Students

- Advance and encourage the learning and personal development of students as related to their ability to be effective leaders, positive role models and members of the SMUS community;
- Establish an environment of service, community and respect within the student body;
- Coordinate school events such as assemblies, guest speakers, special programming and off-campus trips;
- Plan for the transition of students from the Junior School to the Middle School and from the Middle School to the Senior School;
- Listen and respond to student concerns and disciplinary issues;
- Ensure that the Leadership definition, pillars of character, and focus (self, self and others, self and world) language is communicated, consistent and embedded in the culture of the Middle School;
- Work with Director and Program Specialist to implement the educational plan for the Middle School;
- Oversee and update the *Middle School Leadership Through Activities* guide that is published annually;
- Oversee Middle School Exploratory program.

Faculty and staff

- Support timetable preparation in partnership with the MS planning team;
- Work with Director to oversee school events and physical plant;
- Support and connect with various roles across the Middle School team: Learning Resource team, School Counselor, Chaplain, Outdoor Education teacher lead;
- Oversee Grade-team meetings;
- Support Middle School Assistant to the Director with teacher coverage;
- Problem-solve issues of teachers' concern;
- Remain current with best practices related to the development of Middle School students;
- Share other administrative tasks with Director, as required.

Parents

- Listen and respond to parental concerns and issues;
- Support the Director to create positive relationships between School and parent community;
- Communicate co-curricular programmes to parents;
- Liaise with parents and faculty around student issues;
- Liaise with Admissions to Interview and tour prospective students in partnership with the Director.