

St. Michaels University School
Director of Junior School
Job Description

Fully embracing the SMUS vision and mission statements, the Director of Junior School provides leadership, co-ordination, and communication:

Administrative Leadership:

- Oversees the day-to-day running of the Junior School, reporting directly to the Head
- Oversees the Junior School budget
- Plays an active role in the selection of new Junior School staff
- Handles major disciplinary issues
- Communicates with staff through staff meetings, weekly updates, committee meetings, email notifications
- Communicates with parents through the school Newsletters, Parent/Teacher evenings, report cards, special mailings, PA Liaison meetings and Grade Rep meetings & co-curricular offerings; participates in Junior School Special Events
- Works collaboratively as a member of the Senior Management Team
- Meets regularly with Middle, Senior and Academic Director, and Director of Learning
 - Mentors JS Assistant Directors and delegates where necessary
 - Oversees scheduling and staffing allocations

Educational Leadership:

- Works collaboratively with the Director of Academics to ensure a strong and current academic program and applications to early learning
- Maintains a teaching load equivalent to approximately one class (.2)
- Actively participates in Junior School Leadership Team and Junior School Curriculum meetings, and Divisional meetings
- Actively supports the Faculty Professional Growth Program

Student Relations:

- Works collaboratively to support all students

Admissions:

- Works collaboratively with the Admissions Department to bring Mission-appropriate students into the School (e.g. Interviews)