

Director of Middle School Job Description

This is a Senior Management position, with responsibility for the overall programme and day-to-day operations of the Middle School (grades six to eight). The Director of Middle School reports to the Headmaster. The areas of responsibility include the following:

Administrative and Operational Leadership

- Contribute to and implement the educational plan for the Middle School
- Contribute to the leadership of the school through regular participation in Management Team meetings.
- Contribute to the leadership of the school through regular participation in meetings with the Director of Academics and the Directors of the Junior and Senior Schools.
- Mentor the Assistant Director and work with the Assistant Director to provide an effective administrative team at the Middle School. Delegate and share administrative tasks, where necessary.
- Practice shared leadership with the Middle School community.
- Manage an annual operational and capital budget.
- Work with the Assistant Director in matters related to student discipline.
- Determine and implement professional development needs for the faculty.
- Conduct a new staff orientation.
- Participate in the hiring of new staff.
- Oversee the preparation, production and distribution of report cards.
- Oversee the implementation of the faculty evaluation/professional growth programme.
- Prepare documentation for the Ministry (eg. External Evaluation Committee).
- Oversee the implementation of Ministry guidelines and IRPs.

Student Relations

- Support a positive student-centered school culture.
- Teach a portion of the six day cycle at the Middle School.
- Remain current with best practices related to Middle School students.
- Oversee the annual Foundation Skills Assessment for grade 7 students.
- Plan for the transition of students from the Junior School to the Middle School and from the Middle School to the Senior School.
- Oversee the preparation, production and distribution of report cards.

Community

- Dialogue regularly with faculty, students, and parents.
- Communicate to parents the academic and co-curricular programmes.
- Organize and chair staff meetings.
- Oversee the physical plant.
- Interview and tour prospective students.

- Oversee the year-end closing ceremonies.