



Job Description

Position Title: Middle School Assistant Director, Academics

Reporting to: Director of Middle School

Classification: Education Leadership

Position Summary:

Reporting to the Director of Middle School, the Middle School Assistant Director, Academics oversees curriculum, instruction and assessment planning at the Middle School. This educational leader is responsible for working with teachers and teaching teams on the student learning experience. Along with the role, this leader will have teaching responsibilities and Teacher Advisor Group as part of the pastoral care of our students.

Key Responsibilities & Expectations:

- Coordinating and supporting teachers in curricular planning across various subjects and grade levels
- Collaborating with academic leaders across the school in relation to program planning and student success
- Leading and supporting the implementation of interdisciplinary curricula
- Collaboration with faculty on instructional and assessment strategies
- Collection and analysis of diagnostic student information to inform instructional and program development
- Sharing current research and best practice for innovative Middle School program planning
- Communication of student learning
- Represent the Middle School in the broader whole-school academic direction
- Oversight of all off-site educational trips and experiences
- Other duties as required
- Teaching assignment and involvement in the co-curricular program of the Middle School
- Other duties as required

Qualifications:

- At minimum, a bachelor's degree in Education
- Experience working with adolescents (minimum 5 years)
- Proven ability in working effectively with teachers and parents
- A valid BC Teaching Certificate (preferred) or equivalent
- Specific professional learning related to teaching and learning
- Strong communication skills, both verbal and written
- Ability to curriculum plan, both vertically and horizontally
- Strong sense of student advocacy
- Strong commitment to ongoing professional learning
- Ability to facilitate and promote collaborative planning
- A high level of attention to detail as well as the capacity to be a proactive and analytical problem solver
- Exceptional communication, interpersonal, negotiation and mediation skills
- Organized with the ability to work under deadlines with conflicting demands from various departments
- Enthusiastic, energetic, a self-starter with the ability to work independently
- Ability to conduct research, prepare and present reports
- Ability to be tactful, demonstrate excellent judgement, and work as a positive and collaborative team member