

Assistant Head of Middle School

Good Shepherd Episcopal School seeks an Assistant Head of Middle School for the 2023-2024 school year. The Assistant Head of Middle School position is a full-time position and reports directly to the Head of Middle School. Major responsibility of the position is to support and oversee the operations of the middle school and to assist the Head of Middle School.

WHAT YOU WILL DO:

- Works with the Head of Middle School on student discipline and follow-through, monitoring performance and behavior.
- Oversees the Go Guardian program, assuring the program is being monitored and issues addressed.
- Maintains patterns of discipline in accord with written procedures and school philosophy.
- Monitoring student grades and academic progress for 6th and 7th grade, providing academic guidance when needed.
- Keeps the Head of Middle School informed of student issues and other relevant matters pertaining to student life.
- Assists Head of Middle School in creating schedules for middle students classes and activities.
- Assists with the coordination of extra-curricular activities and the creation and management of the middle school calendar, including assisting in planning all internal social events.
- Interviews and evaluates, along with the Head of Middle School, qualified teachers, and other academic support personnel who support the school's mission, values, and culture.
- Schedules and plans/evaluates ERB testing and information, counsels parents and informs the Head of Middle School of results.
- Provides guidance for and assists with student admission to GSES.
- Attends middle school retreats and COE.
- Assists and attends special programs, and assemblies, and serves on community outreach.
- Other duties as assigned by the Head of School or Head of Middle School.

IDEAL CANDIDATE WILL NEED:

- Masters degree in Education required.
- Principal Certification preferred.
- Ability to work independently in a high-paced, dynamic setting that demands prioritization of tasks and immediate responses to time-sensitive issues.
- Ability to work collaboratively with colleagues and supervisors.
- Strong leadership and organizational management skills.
- Strong interpersonal skills.
- A minimum of five years of teaching experience and/or administrative experience.
- Excellent verbal and written communication skills.

It is Good Shepherd Episcopal School's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion (creed), age, sex, gender (including gender identity and expression), sexual orientation, disability, medical condition, ancestry, genetic information, national or ethnic origin, marital status, or military status, or any other basis prohibited by law in accordance with applicable federal and state laws.