



St. George Episcopal School is an independent Episcopal day school with a vision to empower servant leaders with wisdom, courage, faith, and love to make a positive impact locally and globally. St. George provides an exceptional academic, physical, creative, and spiritual development for students in an inclusive Christian community. We seek to cultivate love, curiosity, and respect for God, self, and others. St. George serves approximately 530 students from early childhood through 8th grade. We have three sections of most grade levels, with an average class size ranging from 18-20.

St. George Episcopal School focuses on developing a community that nurtures the whole child and equips each child with the knowledge and skills they need to make a difference in the world. Our curriculum is integrated and aligned in a way that infuses the best of traditional and innovative research based learning practices. We seek to develop student inquiry, critical thinking, dialogue, and collaboration, so they are prepared for success in premier high school programs in San Antonio and around the country. Our program has multiple opportunities in athletics, fine arts, and community service which compliment our academic program and offer leadership opportunities and nurtures each student. We are grounded in our Episcopal Identity and celebrate each person as a unique child of God with many gifts and talents to offer.

The Assistant Head of Middle School is responsible for assisting the Head of Middle School to ensure a growth oriented community in line with the mission and vision of St. George Episcopal School.

The Assistant Head of Middle School reports directly to the Head of Middle School and is a member of the Administrative Team. This person will work closely with other Admin team members, as well as other educators and staff members. This position will work closely with parents and other community members as well.

The Assistant Head of Middle School is responsible for:

- Oversee and lead the advisory program
- Work as directed in a procedural manner with faculty to implement programs and schedules consistent with best practices and the school's mission
- Assist with developing and implementing the division's annual calendar of events
- Participates in long range planning
- Works with and leads teacher committees
- Serves as a liaison between school and parents
- Under the direction of Head of MS, develops and implements student discipline system
- Calls parent conferences as needed
- Contacts parents to relay discipline concerns and academic issues
- Supervises substitute teachers
- Assists with admissions and student recruitment
- Teaching in the middle school as assigned
- Performing supervisory duties such as Lunch, Dismissal, etc as assigned

Qualifications

- Bachelor's degree required, Master's degree preferred
- Successful teaching experience in independent schools a plus
- Genuine interest in and love for middle school students
- Knowledgeable about middle school students and their developmental needs
- Experience working in independent schools, particularly with early childhood and elementary programs is a plus
- Proficient in Google Suite and related applications
- Ability to work well under pressure and manage sensitive subjects and situations with tact, kindness, and professionalism
- Excellent verbal and written communications skills are required
- Excellent interpersonal skills and the ability to work collaboratively and collegially
- Willingness to invest in the life of the school community
- Demonstrated high ethical and professional standards
- Sense of humor and a positive attitude