

Head of Middle School–Full Time

Immediately or for the 2022-2023 school year

Mead Hall Episcopal School is the parish day school of St. Thaddeus Episcopal Church. Mead Hall's two campuses serve as a pillar in the educational community of the CSRA by challenging students to pursue academic excellence, spiritual growth, and moral integrity. Our school has approximately 340 students with a wide range of interest in academic, athletic, and extracurricular activities. Small class sizes and a rigorous college preparatory curriculum prepare students for a lifetime of learning and leadership. Mead Hall is accredited by the Southern Association of Independent Schools (SAIS). Mead Hall Episcopal School seeks candidates who are supportive of the school's mission, vision, and core values.

The Head of Middle School is the academic and administrative leader of the middle school division (5th-8th grades) and is charged with the comprehensive responsibility for all activities involving students and faculty. The three Division Heads (Lower, Middle and Upper) report directly to the Head of School and form the core of the leadership team. The Head of Middle School's responsibilities include the following:

- To maintain Mead Hall's mission in and through all activities of the middle school.
- To act as the educational leader of the middle school, responsible for its day-to-day operation; to direct the activities of the members of the school instructional and, in conjunction with the director of finance, the non-instructional staff in the performance of their duties.
- To function as the chief articulator of the middle school's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles.
- To observe, supervise, and help evaluate the faculty in the development and implementation of curriculum; to supervise the teaching process, and to review and evaluate the academic programs.
- To articulate the middle school mission, school goals, department goals, course objectives, materials, methods and means of assessment.
- To provide an orderly, controlled environment in which learning can take place, a school climate which is supportive and which reflects high morale.
- To be aware of the educational, physical, social, and psychological needs of the members of our school community, and to develop plans for meeting these needs.
- To oversee and direct the activities of the faculty, the sponsors of various student organizations and activities, and faculty committees.
- To ensure compliance with legal requirements of government regulations and agencies; to maintain the educational standards established by the State of South Carolina as well as SAIS, our accrediting association.
- To make recommendations to the head of school regarding the hiring and retention, and the assignment of faculty.

- To establish programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation.
- To strive for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher.
- To conduct regular meetings with faculty which will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- To oversee the coordination of the co-curricular and extra-curricular activity programs of the school; to assist in the planning and the presentation of school assemblies and programs; to assist in maintaining a comprehensive calendar of school events; to keep the entire school community informed of various school programs and activities.
- To provide for the academic guidance of students; to maintain complete academic records on all students; to oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.
- To be responsible for establishing guidelines for proper student conduct and dress in accordance with the school's policies; to maintain student discipline consonant with school policies; to monitor students' adherence to established school rules; to maintain accurate records of student attendance and citizenship.
- To be a visible presence in all areas of the school; to work toward a resolution of all problems - both routine and unique - as they arise; to keep the head of school informed of the general programs, activities, and problems of the school.
- To prepare a master school class schedule and to assign teachers and students to classes and other obligations, in coordination with the head of upper school.
- To serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- To assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment.
- To perform other duties as assigned by the head of school.
- To support the school and its leadership.
- To be visible at school activities, such as athletic events, and supervise students at these where necessary.

Qualifications should include:

- Bachelor's degree; Master's degree (school administration preferred).
- A minimum of five years teaching and administration experience in an independent school environment with excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with other administrators, teachers, operations staff, parents, and students.
- Knowledgeable about FACTS and/or other school management software.

- Candidates should have administrative or leadership experience and possess an appreciation for middle school students and a strong understanding of their developmental needs.

Applicants should submit the following documents:

- Letter of Interest
- Current resume
- Statement of educational leadership philosophy
- List of three to five references (names, addresses, phone numbers, email addresses)
- Up to three letters of reference (optional)

Mead Hall offers medical, vision, and dental plans, as well as retirement savings options.

How To Apply:

To apply for this position please visit our school website at <https://www.meadhallschool.org/employment-opportunities/>. Print and fill out a SLED Background Check form and the Mead Hall Employment Application, and submit both forms along with the documents requested above to shigbee@meadhallschool.org