



Contact: E. Quincy McLaughlin
Associate Head of School/Head of Upper School
qmclaughlin@greenhillsschool.org

HEAD OF MIDDLE SCHOOL

Department: Administrative

FLSA: Exempt

Reports to: Head of School

Schedule: Full Time, Calendar Year

Designation: Administrative Faculty

Travel: Rare

POSITION SUMMARY

Greenhills School, an independent day school enrolling approximately 530 students in 6th through 12th grades, seeks a visionary, dynamic, experienced, passionate, and nurturing leader for its next Head of the Middle School. We seek a caretaker who has the capacity to form meaningful relationships with creative and curious middle school students from diverse backgrounds and who has the qualities that make for a natural leader amongst a strong team of extraordinary teachers.

Our middle school program includes instruction in languages, humanities, math, science, wellness, and the arts which support our middle school students in developing interests, passions and skills across a range of disciplines. We recognize each student's areas of strength and growth and want all to have a deep sense of belonging, and feel affirmed with respect to their individual identities.

Teachers at Greenhills provide students with rich and meaningful learning experiences that inspire them to be lifelong learners and challenge them to take their places as informed, responsible, engaged citizens of their local, national, and global communities. Our middle school program reinforces the school's broader mission of encouraging students to develop their full potential as curious, creative, and responsible citizens who respect all individuals and their differences, and whose meaningful and balanced lives will better the world.

Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We want a diverse mix of talented people who want to join us as student centered educators and role models who bring joy and good humor to our classrooms, fields, and offices, employ a broad array of effective instructional methods, work collaboratively with colleagues, seek and respond to student feedback, and commit to reflective practice and continual growth. We pride ourselves on being a warm and welcoming inclusive community.



DUTIES AND RESPONSIBILITIES

The Head of the Middle School reports to the Head of School and has comprehensive responsibility for all activities involving approximately 200 students in grades six through eight, and with Department Chairs, supports the faculty who teach in the division. The Head of the Middle School oversees the day-to-day operations of the middle school and works collaboratively with teachers and school leaders to foster the mission of the school.

Specific Responsibilities include but are not limited to:

- Works closely with the Team Leaders and Department Chairs to ensure the academic well-being of all of the students in the middle school, by knowing each of them, advocating on their behalf, and embodying the sense of curiosity that is at the heart of the middle school experience at Greenhills.
- Supports Department Chairs with faculty evaluation procedures that emphasize professional growth, which includes visiting classes throughout the year, modeling the importance of self-evaluation and the giving and receiving of feedback.
- With the upper school Dean of Students, assures that the handbook remains up-to-date and relevant and maintains guidelines for proper student conduct and discipline consistent with school policies.
- Serves as a role model for others in maintaining appropriate standards of care for students and maintaining healthy boundaries in professional relationships.
- Communicates with parents to resolve issues or concerns about particular students and about school policies, curricula, and programs.
- Works closely with the School Counselor, learning specialists, and Team Leaders to lead efforts to meet the educational, physical, social and emotional needs of middle school students and facilitates communication of health or personal crises with students' teachers.
- Leads the planning and presentation of 6-8th grade assemblies and programs and keeps the school community informed of various programs and activities.
- Supervises the grade level Team Leaders and works with them to coordinate student council, field trips, orientation, lunch and recess, advising, and other activities.
- With the Associate Head of School and Head of School shape and articulate a compelling vision of the middle school's values and objectives.
- Work with the Director of Diversity and Inclusion to implement specific strategies and activities that foster understanding and dialogue and achieve the shared goal of an equitable and inclusive middle school community.
- Advise the Associate Head and Department Chairs on new faculty hires; help to bolster collaboration and engagement amongst middle school faculty; support Department Chairs in cultivating strong classroom culture and instructional practices throughout the middle school.
- Be a visible presence in all areas of school, supporting middle school students in their athletic and co curricular experiences outside of the academic day.



- Work toward a resolution of all problems as they arise.
- Work with all program directors, including Service, Athletics, Library, Learning Center, and Integrated Public Speaking, to support middle school participation.
- Assist the Director of Communications and Marketing and Director of Admission and Financial Aid in highlighting division strengths and achievements.
- Serve on the school's leadership teams and participate in other committee work as assigned; assist in the admission process.
- May teach one class. Completes other duties as assigned.

SKILLS AND EXPERIENCE REQUIRED

- The ideal candidate will:
 - be a student-centered educator, skilled in fostering persistent problem solving
 - demonstrate a love of working with children and adolescents and have extensive knowledge about early adolescents' intellectual, social, and emotional development and be willing to positively greet the challenges and opportunities they present
 - be eager to partner effectively with other directors and staff throughout the school, and seeks out opportunities for collaboration
 - be a lifelong learner, committed to fostering our middle schoolers' incredible growth, autonomy, kindness, and resilience, and their developing identities
 - value and embrace diversity, exhibiting a high degree of cultural competency and demonstrated success in working with people from diverse backgrounds
 - have a sense of humor, and a joyful commitment to their work on behalf of students
 - Be able to work effectively under pressure and within time constraints while maintaining an optimistic and growth-oriented mindset.
- Education: BA/BS undergraduate and advanced degree required.
- Work Experience: Minimum of five years experience in a relevant position that includes work with children in this age group, including teaching, administrative and supervisory experience, and student advising.
- Communication Skills: Superb written and oral communication skills that capture and effectively communicate the school's mission to all constituencies and that enrich the school's culture.
- Interpersonal Skills: Superior interpersonal skills, the ability to engage effectively with students, parents, faculty, and other members of the school community in a way reflective of the school's culture and to project professional competence, leadership capability, discretion, judgment and personal maturity.
- Leadership: Proven track record as a leader of faculty, students and programs in independent schools, including creating a caring, dynamic culture for students, faculty /staff, and families



PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Office environment.
- Repetitive motion, use of keyboard.
- Occasional light lifting and carrying.
- Regular standing, stooping and walking to various locations on campus.
- Greenhills School property is a tobacco-free environment.

ADDITIONAL INFORMATION

Compensation: Salary is competitive, commensurate with experience and education level, and includes lunch when school is in session. Greenhills provides a comprehensive benefit package, which includes a variety of health insurance offerings, dental, vision, life, and short- and long-term disability offerings, HSA/FSA options, and retirement benefits through TIAA-CREF.

Application Information: Interested candidates should submit a cover letter with résumé/CV, a statement of teaching philosophy, and three to five references from current and recent supervisors, to E. Quincy McLaughlin, Associate Head of School/Head of Upper School, qmclaughlin@greenhillsschool.org.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Greenhills School is an Equal Opportunity Employer.

Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.