

Middle School Division Head

The Episcopal School of Baton Rouge seeks a Middle School Division Head for the 2019-2020 academic year. The responsibilities of this position are detailed below. This is a full-time 12 month position.

Description of School

Episcopal, a college preparatory educational community of between 900 and 1,000 students and approximately 170 professionals, includes grades PreK-3 through 12. Episcopal is known historically for its academic performance, for its attention to the spiritual lives of its students, and for offering a wide range of opportunities for student education and development. Opportunities to excel in academics, arts, athletics, service, and community leadership characterize the school.

General Duties

- ***School Climate***

- To maintain congruency between the School's mission statement and all activities of the division
- To act as the educational leader of the division; responsible for its day-to-day operation
- To monitor the climate of the division through both qualitative and quantitative measures
- To clarify, enable and coordinate communication among faculty, students, and parents
- To support the School and its leadership
- To articulate the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that constituencies are fully informed

- ***Faculty***

- To support, mentor, counsel and direct faculty to ensure that the academic/curricular and discipline policies and standards of the program are being met
- To make recommendations regarding the hiring, retention, and assignment of faculty in both curricular and extracurricular duties
- To observe, supervise, and help evaluate faculty in the development and implementation of curriculum; to supervise the teaching process, and to review and evaluate academic programs.

- ***Students and Parents***

- To monitor the academic progress of students by observation of their work and projects, study of their grades, teacher reports, and standardized test scores
- To assist students having academic or other difficulty by counseling them and working with their parents and teachers. In some cases, this will involve a referral to the appropriate school counselor.

- To ensure proper advising of students and to serve as an advisor
- To help plan students' course of study and provide final approval of course selections, schedule changes, and placement in academic programs
- To provide guidelines for proper student conduct and dress; to maintain student discipline consistent with school policies; to monitor students' adherence to established school rules; to maintain accurate records of discipline
- **Administrative Tasks**
 - To assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment
 - To work with the Department Chairs and other administrators in preparing a master class schedule and to assign teachers and students to classes and other duties
 - To coordinate standardized and semester testing
 - To oversee the coordination of co-curricular and extra-curricular activity programs for the division; to assist in the planning and presentation of school assemblies and programs; to keep information flowing between the division and the total school and the total school and the division
 - To conduct regular faculty meetings – both routine school matters and the stimulating exchange of ideas
 - To supervise the division assistant
 - To report directly to and work with the Head of School and work with the other division heads and administrators in coordinating school policies and procedures
 - To serve as a member of the Administrative Council, comprised of the administrative leaders of the school

Personal and Professional Characteristics

- An undergraduate degree is required and a Master's degree is preferred
- Teaching and administrative experience in middle school and independent school experience is desired
- Appreciates and understands the uniqueness of middle school aged children demonstrating a firm but loving temperament
- Approachable; a strong communicator able to engage with students, parents, faculty, staff and administration
- A balanced perspective of tradition and forward thinking; a person who appreciates the past and employs creative vision for the future in line with the School's mission, ministry and culture
- Ability to transition students out of lower school and into upper school with an understanding of the importance of the middle school academic platform
- Embraces the whole child educational philosophy and puts students first
- Promotes positive student interaction, focuses on student well-being and has a proactive approach to student conduct

As a member of the Episcopal faculty, the Middle School Division Head will serve as a representative of the school at all times, upholding its mission both personally and professionally. Candidates must be self-motivated individuals with excellent communications skills. Candidates should have an eagerness to help each student achieve his or her full potential. A professional demeanor is expected and the skill to develop strong relationships is a must. Being a person that self-identifies (and that others describe) as a “happy” person, an emotionally intelligent person, a person with natural “situational awareness,” a person who consistently strives to improve, a “forward-looking” person, and a person who “plays well with others,” are all characteristics of the successful candidate.

Submission Information:

Episcopal will offer a competitive salary and good benefits for this position. Digital applications are preferred and welcomed at malikb@ehsbr.org. Please include an [employment application](#), cover letter, resume, copy of transcripts, references, and explanation of your interest in the position. Application materials can also be sent to Becky Malik, Episcopal School of Baton Rouge, 3200 Woodland Ridge Blvd., Baton Rouge, LA 70816.

Episcopal does not discriminate against any person in admission, employment, or otherwise because of race, color, religion, national origin, gender, or age in violation of state or federal law or regulations.