



Director of Middle School

Charles Armstrong School unlocks the unique potential of students with dyslexia and related learning differences, changing the trajectory of their lives.

Position Overview

The Director of Middle School provides leadership and inspiration for approximately 120 students and 25 teachers in the 6th through 8th grades, reporting directly to the Head of School. The Director of Middle School works in partnership with the Director of Lower School and the Director of Teaching and Learning to ensure the delivery of best practices for students with dyslexia and collaborates with other members of the school's Leadership Team, upholding the distinct mission, philosophy and goals of Charles Armstrong School. The position commences July 1st, 2019.

Primary Responsibilities:

- Oversee and lead all functions of Armstrong's Middle School program.
- In collaboration with the Director of Teaching and Learning and the Director of Curriculum sustain and build a high quality academic program for students with dyslexia.
- Responsible for direct parent communication; serve as Middle School spokesperson in a variety of internal and external settings.
- Establish and maintain a productive, healthy Middle School community fostering a culture of kindness, inclusion and respect with students, families, faculty and staff.
- Oversee the high school placement process with the Coordinator of Next School Placement. This includes educating, supporting, and advocating for students and families throughout the process, as well as identifying and visiting high school options for Charles Armstrong graduates.
- Oversee and manage the Middle School budget in collaboration with our CFO.
- Work collaboratively with the Director of Admission, Counselors and Team Coordinators on issues pertaining to Middle School students and their parents.

- Recruit and hire all positions in the Middle School, in collaboration with the Director of Teaching and Learning and the Head of School.
- Keep current with dyslexia and other relevant educational research by attending conferences and maintaining memberships in professional organizations.
- Develop and present faculty and parent education such as Back-to-School Night and parent educational coffees, as well as faculty professional development.
- Manage academic reporting to parents in collaboration with faculty.
- Visit classes both formally and informally, supervising and evaluating Middle School faculty in collaboration with the Director of Teaching and Learning.

Education, Work Related Experience:

A Master's degree and a minimum of three years of teaching LD students are essential for the Middle School Director, along with relevant administrative experience in a school setting. Excellent verbal and written communication skills are critical to this role along with the ability to collaborate, delegate, supervise, and demonstrate excellent judgment. The school seeks a leader who resonates with the Armstrong Approach to Education, and who will join teammates in advancing key elements of the school's strategic plan.

Interested candidates must submit a letter of interest, resume, and three references to:

Catherine Hunter
Consultant, RG175
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510-504-8036

(materials can also be submitted directly to the RG175 website)