



Job Description: Middle School Director/Humanities Teacher

Job Summary: The Middle School Director, with the support and supervision of the Administration, is expected to establish and maintain a quality educational program, which follows the Montessori philosophy and pedagogy and Secondary I Adolescent model by fulfilling the following responsibilities:

Duties: The Middle School Director's duties include, but are not limited to, the obligations to:

Curriculum and Instruction

- a) Develop age-appropriate curriculum using Montessori teaching philosophy and practice
- b) Differentiate learning to accommodate a variety of learners
- c) Assess student learning using a variety of tools in keeping with Montessori philosophy
- d) Coordinate Cycle Themes/Core Values for Middle School Team
- e) Plan and facilitate student community meetings, closing meetings, daily clean-up, student led conferences, Unity Trip, Intersession and New Student Orientation/Returning Student Leadership Day
- f) Develop discipline procedures and character building activities
- g) Oversee student advisories
- h) Along with Administration, oversee curriculum for all subject areas

Faculty Leadership

- a) Serve as liaison to Administration
- b) Along with Administration, supervise Middle School faculty
- c) Identify and deliver Professional Development Opportunities
- d) Schedule and maintain regular Middle School faculty meetings
- e) Participate in interviews for prospective Middle School faculty and staff positions. Advise administration.

Communication

- a) Point of contact for parents with general Middle School questions and concerns. Resource for parents if support is needed in communication with other Middle School faculty.
- b) Provide weekly communication to parents via Sunday Notes or similar format
- c) Identify and train faculty, parents and students on use of any online student information system.
- d) Along with Administration, deliver parent education programming (ex. What Is Mid?)

Administration

- a) Along with Administration, maintain Middle School budget
- b) Maintain calendar
- c) Coordinate and oversee supply orders
- d) Oversee technology needs

- e) Coordinate Progress Reports, along with Administration
- f) Maintain medical and health files for students
 - a. Report any and all accidents or incidents immediately and prepare a written report stating the date, time, and nature of the accident and the action taken.

General

- a) Be responsible for the safety and physical well-being of all students in your charge at all times. Maintain proper staff: student ratio at all times
- b) Demonstrate the ability to relate joyfully to children
- c) Exhibit emotional maturity and stability
- d) Assume leadership by demonstrating appropriate and professional behaviors at all times when in the school building, during classroom outdoor times, and whenever you are in the surrounding school neighborhood.
- e) Child Abuse—any incident of unexplained bruises, cuts, burns, etc., or any suspected child abuse should be reported to the Director.
- f) Follow all School policies and procedures as stated in the Employee Handbook, as presently existing or as may hereafter be amended.
- i) Any additional duties as determined by the Director of the school.