

Assistant Head of Middle School for Academics

Overall Tasks:

- Works closely with division head to carry out divisional initiatives in accordance with the Middle School Mission Statement.
- Provides support and coaching for teachers in the areas of curriculum, formative assessment, and classroom management so that curriculum and assessment measures are effectively utilized within the division.
- Ensures that instructional strategies and curriculum maximize student growth and are consistent with authentic middle school pedagogy.
- Assists in the development and maintenance of a cohesive staff professional development plan.
- Improves opportunities for student academic success; including behavior support.
- Demonstrates leadership, initiative, and cooperation with colleagues and supervisors in order to accomplish the [Brooklyn Friends School Mission](#).
- Coordinates with Department Chairs on content selection as it relates to texts, resources and literature selection etc.
- Coordinates with the Department of Diversity and Civic Engagement to ensure the mission of their department is being effectively implemented across middle school curricula.

Requirements:

A master's degree and minimum of 5 years of teaching experience is required. Significant experience in middle school education and curriculum development is expected. Demonstrated knowledge of adolescent development, adolescent learning needs, and spectrum of learning styles is desired.

This position includes some teaching, based on the division's needs and the successful candidate's areas of strength. This position follows a faculty employment calendar, with 2-3 weeks of additional work in the summer.