



## **POSITION STATEMENT**

### ASSISTANT HEAD OF MIDDLE SCHOOL FOR ACADEMICS

#### **OVERVIEW**

Brooklyn Friends School (BFS), a thriving PreK-12 grade school located in vibrant Downtown Brooklyn, seeks a visionary leader to serve (effective July 2021) as Assistant Head of Middle School for Academics and guide a vibrant community of eager-to-learn and engage middle schoolers and highly committed and talented colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our action-oriented collective work. Our [school's history](#) has been illustrious and reflective of the expansive nature of human experiences. Guided by our [mission](#), BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style.

[This short video](#) gives you a glimpse into our contemporary experience.

#### **THE ROLE**

The Assistant Head of Middle School for Academics will serve as an integral member of the Middle School Leadership Team and support the Middle School and its place within the context of the entire school. We seek a passionate and collaborative leader to join our strong, thoughtful, and dynamic colleagues; to sustain our outstanding program; and to imagine and bring new perspectives to our work. Integral to the position is the ability to envision a Middle School program that places students at the center, aids in amplifying their voices, and aims to meet *all* students' comprehensive needs - intellectually, spiritually, emotionally, socially, physically, aesthetically, and morally. As a school guided by Quaker principles of Equity, Peace, Stewardship, Simplicity, Integrity, and Community, the Assistant Head of Middle School for Academics will contribute to a culture of inclusion and belonging, positivity, strength, and joy and understands that engagement with all community members is a personalized process.

The Assistant Head of Middle School for Academics reports to the Head of Middle School

and works collaboratively to lead an all-school academic vision alongside other instructional leaders such as the Lower and Upper School Assistant Heads, the Assistant Head of School, and Department Chairs. This person is a primary member of the Middle School Leadership Team and will assist in supporting and supervising all middle school colleagues and students. The Assistant Head of Middle School for Academics will work closely with and support the Head of Middle School as specified below or as assigned by the Head of Middle School. This is a non-union position and serves on a 12-month schedule.

## **DESIRED LEADERSHIP QUALITIES**

### **Demonstrates . . .**

- A commitment to enthusiastically working with Middle School aged children (Grades 5-8) and a record of exceptional teaching
- Respect for the life of the child
- Deep expertise in curriculum design, instruction, and assessment specific to middle school appropriate pedagogy
- Earnest commitment to Quaker values as core to our students' experiences
- Personal and professional commitment to diversity, equity, inclusion, and anti-racist teaching practices and the requisite skillfulness to support continued student and colleague growth in this area and to facilitate critical conversations in the design and implementation of further inclusive curriculum and programs
- High emotional intelligence and sensitivity to school community dynamics; exceptional organizational and consistently strong and gracious interpersonal skills and the ability to communicate with inspiration and clarity and build trust across a wide range of audiences
- Joy and a respectful sense of humor
- Confidence and humility to advocate for new ideas while also exhibiting flexibility
- Open to healthy debate, constructive feedback, diversity of perspectives, and celebration of mistakes as part of self-reflection and personal/professional growth process
- A steadfast devotion to continued learning and development and staying current with educational research and best practices
- Compassion and accessibility
- Ability to view challenges and problems as opportunities for growth and transformation
- Compassion, integrity, and open-mindedness in all interactions
- Collegiality, approachability, flexibility, and adaptability
- Leadership, initiative, and an ability to partner and collaborate with all community members including the effective partnership with the Head of Middle School

## **PROFESSIONAL RESPONSIBILITIES**

## **Overall Tasks**

- Work closely with the Head of Middle School to develop and implement goals for the division and assess progress in achieving divisional goals throughout the school year
- Collaborate with instructional leaders across the institution in order to ensure a cohesive and aligned curriculum and experience for BFS students
- Ensure that the mission and guiding principles of the school are effectively implemented across Middle School curricula, including the middle school advisory program
- Be an active, effective, visible, and friendly presence in all areas of the Middle School dealing with routine and extraordinary issues as they arise
- Assist with adequate and clear communication of the middle school program and develop avenues for sharing exceptional learning experiences with the broader school community such as parents and families, alumni, and/or students and colleagues within another division

## **Curriculum**

- Evaluate and support the development and alignment of curriculum at each grade level and across the span of the Middle School and beyond
- Provide support and coaching for teachers in the areas of best practice in regard to curriculum design, instructional practices, and assessment with special attention given to inclusive and representative curriculum and equity-based grading
- Facilitate and maintain a regular curricular review process within the Middle School to ensure a contemporary, responsive, and exceptional educational experience for BFS learners
- Ensure curriculum across middle school departments and programs prioritizes student wellbeing, inclusivity, and a broad variety of narratives, perspectives, and learning styles
- Support the maintenance and creation of a middle school educational experience that strives to be: interdisciplinary, experiential, and project-based while giving careful consideration to the value in offering students a range of learning experiences and assessments of learning

## **Colleagues**

- Support and coach middle school colleagues in the design of learning experiences that optimize brain-based insights into how students learn with a specific focus on creating equitable learning opportunities and outcomes
- Ensure that instructional strategies utilized within the classroom maximize student growth and are consistent with authentic middle school pedagogy

- Assist in the development and maintenance of a comprehensive professional development and growth plan for all middle school colleagues as well as support individual opportunities to meet needs and interests as appropriate
- Observe lessons and provide informal and formal feedback and support to middle school colleagues in all areas of the curriculum and program, including advisory and classroom management strategies
- Conduct and complete evaluation of middle school colleagues as assigned by the Head of Middle School
- Meet individually with colleagues and teaching teams as necessary to provide direction, support, and collaborative partnership
- Assist colleagues in the selection of appropriate and engaging curricular materials such as texts and classroom supplies and ensure a smooth process of procuring such materials as needed
- Serve as an integral member in the search and hiring process for all new middle school personnel and ensure a smooth transition and adequate support for all new colleagues within the division
- Co-plan and/or co-lead divisional colleague meetings which occur on a weekly basis with all middle school colleagues (approximately 35-40)

### **Students**

- Assist the Head of Middle School in supporting colleagues in the development of age appropriate, developmentally-sound expectations for middle school age children
- Collaboratively ensure a smooth transition and adequate support for all new students and families entering the BFS community in grades 5-8
- Ensure student voices, perspectives, and feedback are amplified as an integral aspect to maintaining child-centered and responsive classrooms
- Positively engage with students in a variety of settings including but not limited to: classroom observations, field trips, activities and clubs, overnight trips, affinity groups, and extracurricular activities and special events
- Contribute to the creation of a developmentally appropriate experience for middle school students by collaborating with the school scheduler and reviewing / finalizing student and colleague schedules

### **Families**

*Assist the Head of Middle School to:*

- Plan and coordinate family education and curriculum events including but not limited to annual curriculum nights, connect & talks, and showcases
- Meet with families to answer curricular questions, monitor and discern parental concern, and advise families on how to get the assistance they are seeking

- Coordinate with the Enrollment Office in the efficient and successful attraction of new middle school families and students, primarily and customarily for entry into the program in 6th grade
- Ensure families and students are receiving adequate and supportive communication from the school regarding academic performance

### **Communications**

- Assist in providing regular updates to Middle School families
- Collaboratively develop and oversee classroom and teacher communications to families, including but not limited to their effective use of our Learning Management System
- Support report writing processes for all middle school teaching colleagues

### **TO APPLY**

#### **Please provide the following:**

1. Resume/Curriculum Vitae - Candidates are encouraged to include hyperlinks to applicable examples of their work in their professional journey
2. A Personal Statement/Cover Letter addressed to Head of Middle School, Nitya York
3. List of four references with name, title, relationship, and contact information
4. Optional: Any other documents/media/artifacts from your experience that you think represent you in an authentic manner

Email the above as attachments or (if possible) one comprehensive PDF to [hr@brooklynfriends.org](mailto:hr@brooklynfriends.org). Please put as the subject line, ASSISTANT Head of Middle School. Thank you!