



## St. Michael's Episcopal School

### FULL-TIME MIDDLE SCHOOL DEAN TEACHER POSITION

St. Michael's Episcopal School seeks a qualified full-time Middle School Dean for the 2017-2018 academic year. The Dean will oversee all aspects of student life and social-emotional learning in the Middle School including the advisory system, discipline, school-wide programming, and more. The Middle School employs the International Baccalaureate (IB) Middle Years Program, which emphasizes interdisciplinary learning to assist students in making practical connections between their studies and the real world. This is an eleven-month position beginning in July.

The Dean's primary responsibilities will be as follows.

- Serve as the lead Middle School administrator by:
  - serving on the senior administrative team;
  - proactively modeling for students school values and practices;
  - responding effectively (i.e., with autonomy and in concert with headmaster's aims) to questions and concerns from students, families and faculty; and
  - attending to details of daily operations (e.g., bell schedule, set-up for guest speakers and chapel), responding to urgent facilities issues, and troubleshooting as needed.
- Ensure students' physical and social-emotional needs are met by:
  - administering the advisory and discipline systems;
  - seizing teachable moments with students;
  - leading diversity and inclusion efforts;
  - coordinating school ceremonies & events (e.g., celebrations, dances)
  - monitoring morning drop-off, morning break, lunch/recess, and afternoon pickup; and
  - attending to emergency procedures (e.g., fire drills, injuries).
- Teach two to three classes as background and schedule allow.

The successful candidate will have...

- excellent verbal and written skills and ability to communicate with students, parents and colleagues;
- a minimum of 10 years of experience teaching and advising middle school students;
- a bachelor's degree in education, or a related field. An advanced degree is strongly preferred, though not required.

The ideal candidate will have...

- developed and run successful programs addressing middle school students' social-emotional needs;
- demonstrated success in growing students' capacity to communicate in a variety of forms;
- directed/coached school activities/clubs/sports outside of the classroom;
- worked cooperatively with colleagues on a consistent basis;
- used a variety of instructional strategies and assessments to meet the cognitive needs of all students;
- demonstrated kindness, enthusiasm, a sense of humor, investment in continued learning and profession growth, and a passion for supporting children as they grow and learn;
- worked actively to cultivate an inclusive environment and support a school community grounded in empathy, social responsibility, and an appreciation and respect for individual differences;
- employed effective classroom management skills; and
- demonstrated an embrace of the IB approach to learning as well as a track record of modeling the characteristics detailed in the IB learner profile.

Founded in 1957, St. Michael's is a K-8 co-educational community small enough (370 students and 45 faculty-staff) for adults and children to know one another, but large enough to provide exciting curricular and co-curricular opportunities. The Lower School (K-5), which serves approximately 235 students, is located on the fourteen-acre Bon Air campus. The Middle School (6-8), which serves approximately 135 students, is located on the nearby 70-acre Singleton campus. St. Michael's is accredited by the Virginia Association of Independent Schools (VAIS) and a member of the National Association of Independent Schools (NAIS). St. Michael's values diversity as an important element of serving our mission and thus the School considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legally protected status.

Candidates should forward a cover letter, resume, and educational philosophy to [employment@stmschool.net](mailto:employment@stmschool.net).