



Position Opening: Head of Middle School (Grades 4-8)

Type: Full-time Administrator (12-month contract)

Application Deadline: Open until filled

Start Date: July 1, 2023

Maumee Valley Country Day School is seeking an outstanding, collaborative leader who cultivates an inclusive community and fosters teamwork to support the Middle School community and program. A strong candidate has demonstrated success building culture and experience working with students ages 10 through 14. The ideal candidate will be a visionary leader with the skills to collaborate, delegate, and pitch in when needed. Strong communication skills and follow through are essential. This position uses the mission and vision of the school as the guiding principles of decision making and leadership.

This position reports to the Head of School and collaborates closely with the senior leadership team. The Head of Middle School advocates for students and faculty within the division while fostering a team approach to all-school leadership. As the leader of the middle division of the school, the Head ensures the development and implementation of a cohesive and progressive curriculum and philosophy as students transition from one division to the next. As a full-time employee, the position offers all benefits afforded to full-time employees, including but not limited to comprehensive health benefits, robust paid time off, paid life insurance, tuition remission, and professional development.

The Head of Middle School is responsible for the academics, staffing, administrative duties, and parent relationships for the Middle School at MVCDS. This leader will advance the mission and vision of MVCDS and work collaboratively with the Head of School and division heads and senior leadership team to implement the school's strategic plan.

Key Responsibilities and Duties:

- Fully embrace MV's mission, vision, guiding principle, and the portrait of an MV graduate
- Design, schedule, and implement the Middle School curriculum in collaboration with the Middle School team
- Incorporate Middle School best practices and 21st century educational practices into the curriculum
- Oversee the day-to-day operation of the Middle School
- Assume the leadership of professional development, mentoring, and evaluation of teachers and staff in the Middle School

- Create and foster a collaborative, engaging, and positive Middle School environment
- Build and maintain strong relationships with students, parents, and faculty
- Support the Admission Office in the recruitment and evaluation of prospective students
- Meet performance goals established as part of the annual performance-planning process or as the result of organizational planning
- Actively engage in personal and professional work in support of the school's diversity, equity, and inclusion initiatives
- Perform other duties and responsibilities as assigned by the supervisor

Skills and Qualities:

- Ability to effectively direct, plan, implement, and evaluate academic programs
- Strong leadership and interpersonal skills with the ability to provide direction and support personal growth of faculty and staff
- Have an understanding of child development particularly ages 10 through 14
- Ability to communicate effectively orally and written with faculty, staff, parents, students, and outside agencies
- Ability to work collaboratively, particularly in diverse settings
- Excellent time management skills and ability to prioritize work
- Ability to be flexible and adapt to a high-intensity school environment
- Innovative problem-solving skills
- Exceptional executive functioning skills
- Deep understanding and demonstrated integration of DEIB practices
- Commitment to and understanding of students of all learning styles

Credentials

- Masters's degree in education or a related field
- Minimum of 5 years of teaching experience, preferably in a Middle School
- 3 years of demonstrated leadership in schools
- Independent school experience desired
- Previous administrative experience in a school
- Knowledge and implementation of Middle School best practices and 21st century educational practices

Faculty - Must be willing and able to secure an [Ohio Permanent Non-Tax certificate](#) or Professional Teaching license. The school will support you in obtaining this once hired. However, it must be secured within the first six months of employment for compliance purposes.

Background check:

All Maumee Valley employees and volunteers must agree to a comprehensive background check and confidentiality agreement.

Equal Employment Opportunity

We are dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race, color, religion, sex, national origin, age, ability, sexual orientation,

gender identity or expression, military status, veteran status, ancestry, or citizenship, in accordance with applicable laws. In addition, we comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training. We value a diverse workforce.

Any employee who believes they have been discriminated against may discuss this with their supervisor or the Head of School.

HOW TO APPLY:

- 1. Complete this 8-10 minute survey: <https://go.apply.ci/s/E2UrzEp33W>**
- 2. Email your documents in PDF format to hr@mvcds.org.**
 - a. Documents needed:**
 - i. [MVCDS Application](#)**
 - ii. cover letter, resume**
 - iii. three written professional letters of reference**
 - iv. copy of college transcripts.**
 - b. Please use the title of the position in the subject line of your email.**

About MVCDS

At Maumee Valley Country Day School, children dream, explore, and cultivate their passions and strengths. Our faculty and staff do the same. We are more than a school and more than a group of people—we are a community of lifelong learners who inspire joy. As the only PK-12 independent school in northwest Ohio, we support an accomplished and diverse student body within a progressive academic program.

A Maumee Valley education is Personal, Experiential, and Global—it is a journey of discovery and of action that defines each child’s learning experience. Through an intentionally crafted curriculum including active lessons as well as serendipitous explorations, a Maumee Valley education launches children toward the investigation of the world and helps them find their place in it. With our students at the center of our decision-making, we aspire to seek understanding, grow in our compassion and empathy, and adapt to the ever-changing world our students will one day lead. Maumee Valley is grounded in our [Mission](#), [Vision](#), [Portrait of an MV Educator](#), [Portrait of an MV Graduate](#), and commitment to [Diversity, Equity, and Inclusion](#).

We believe in collaboration, innovation, and the power of community.