



Director of the Middle School

Park Tudor is an independent school in Indianapolis, Indiana with a tradition of academic excellence that began in 1902. As a college preparatory school for children ages 3 through grade 12, we provide an exceptional learning environment where children are encouraged to explore opportunities, exceed expectations, and expand possibilities. Small class sizes, a safe and caring atmosphere, and numerous extracurricular activities that include the arts and athletics, ensure that each child at Park Tudor receives a unique educational experience catered to his or her individual passions.

Mission Statement

To create an inspiring college-preparatory learning environment, with exceptional educators and extraordinary opportunities, that prepares and motivates students to become balanced, confident, and resourceful lifelong learners.

Core Values:

Integrity Intellectual Engagement Resourcefulness Respect Responsibility

Job Description:

The Director of the Middle School is a full-time, twelve month position responsible for providing leadership, oversight, and guidance to all Middle School faculty, students, and families. The Middle School Director sets the tone for the entire division, understands all constituencies, and reports directly to the Head of School.

Essential Responsibilities:

Essential functions include the following.

- Serve as the primary leader of the Middle School while modeling school values and supporting its mission and vision.
- Create a school climate that is safe, secure, and responsive to the needs of the Middle School adolescent.
- Support, advise, and serve as a resource for Middle School faculty and staff.
- Assess the staffing needs and monitor the hiring process for faculty and staff in the Middle School.
- Conduct observations of teaching faculty and oversee evaluations, following the NAIS principles of Good Practice for Teachers and Supervisors of Teachers.
- Collaborate with school leaders to ensure appropriate curricular decisions are executed throughout disciplines.
- Monitor and ensure compliance with all budgets related to Middle School activities.
- Review and approve all student grade reports and comments prior to publication.
- Ensure effective and timely communications amongst and between Middle School faculty, students, and parents
- Oversee the Middle School schedule.
- Collaborate with the admissions staff by providing insight and recommendations on prospective candidates.
- Review standardized test scores to ensure necessary intervention and follow up.
- Attend Middle School athletic, fine arts, and social activities.
- Attend all team meetings (usually by grade level), Middle School student strategy meetings, and school leadership meetings.
- Maintain ongoing and responsive professional development opportunities for faculty.
- Complete other duties as assigned by the Head of School.



**Carney
Sandoe**
& ASSOCIATES

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The Search Group

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Qualification Requirements:

Education: Bachelor's Degree required, Master's Degree preferred

Experience: Experience working in school administration and/or positions of leadership preferred, 5-7 years teaching experience preferred.

Required

- Classroom teaching experience
- Excellent verbal and written communication skills
- Strong interpersonal skills
- Organization skills
- Ability to work on and complete multiple tasks/ projects simultaneously with frequent interruptions and minimal supervision essential
- Ability to assess situations accurately for the function of good decision-making
- Professionalism with and amongst all constituencies
- Must be proficient in core technological competencies

Preferred

- Independent school experience
- Experience working with Middle School students
- Supervisory experience
- Conflict management skills

Park Tudor School offers excellent pay and a comprehensive benefit package. Extensive professional development opportunities are available through participation in conferences and workshops, membership in professional organizations, and continuing education. Park Tudor is an Equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply.

For more information regarding Park Tudor School, consult the Park Tudor web site at www.parktudor.org.

Interested candidates should send their resume and cover letter to:

John Faubert
jfaubert@carneysandoe.com
617-933-3435

Please do not contact the school directly.



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