

ASSISTANT DIRECTOR OF MIDDLE SCHOOL JOB DESCRIPTION

LOCATION	The Village School - Houston, TX
JOB PURPOSE	Assist the Director of Middle School in overall administration of the instructional program and campus level operations and supervision. Coordinate assigned student activities and services.
REPORTING TO	Director of Middle School and the Assistant Head of School
DIRECT REPORTS	N/A
OTHER KEY RELATIONSHIP	Senior Leadership Members, Middle School Staff, Students, & Parents

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
Instructional Management	
<ul style="list-style-type: none"> ▪ Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate. Participate in program evaluation and make suggestions for improvement where needed. ▪ Reinforce expectations for staff performance with regard to instructional strategies and classroom management. ▪ Foster collegiality and team building among staff members. Encourage their active involvement in the decision-making process. ▪ Promote the student use of technology in the teaching and learning process. ▪ Ability to provide staff development as needed. 	<ul style="list-style-type: none"> ▪ Annual Performance Review
School/Organizational Climate	
<ul style="list-style-type: none"> ▪ Promote a positive, caring climate for learning. ▪ Deal sensitively and fairly with persons from diverse cultural backgrounds. ▪ Employ effective interpersonal and communication skills. 	
Student Management	
<ul style="list-style-type: none"> ▪ Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate. ▪ Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with the student handbook. ▪ Conduct conferences about student and school issues with parents, students, and teachers. ▪ Ensure that students are adequately supervised during non-instructional times. 	

Administrative and Fiscal/Facilities Management	
<ul style="list-style-type: none"> ▪ Oversee campus operations in the principal's absence. ▪ Take a leadership role in planning and scheduling and planning of daily school activities including the development of class schedules, teacher assignments, and extracurricular activities. ▪ Oversee reporting and monitoring of student attendance, and work with staff to identify and address issues. ▪ Work with team leaders or department heads and faculty in compiling budgetary requests based upon documented program needs. ▪ Requisition of supplies and equipment and the monitoring and maintenance of inventory. ▪ Coordinate operational support services such as transportation, custodial, and cafeteria to best meet campus needs. ▪ Comply with school policies, practices, and legal regulations. 	
Personnel Management	
<ul style="list-style-type: none"> ▪ Observe and provide feedback of employee performance, record observations, and conduct staff evaluations and conferences with staff regarding performance. ▪ Assist the Director in interviewing, selecting, and orienting new staff. ▪ Document actions and behaviors which are in violation of school expectations. ▪ Supervise and evaluate the work of professional and paraprofessional work as assigned by the school Director. 	
School/Community Relations	
<ul style="list-style-type: none"> ▪ Articulate the school's mission and vision to the community and solicit support in realizing the goals for the community. ▪ Demonstrate an awareness of school-community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parental involvement. 	
Working Conditions	
<ul style="list-style-type: none"> ▪ Maintain emotional control under stressful situations ▪ Work effectively with frequent interruptions ▪ Occasional overnight travel ▪ Occasional prolonged and irregular hours 	

Other Responsibilities	
<ul style="list-style-type: none"> Other duties as assigned 	
PERSONAL SPECIFICATIONS – Skills Knowledge and Experience	
<ul style="list-style-type: none"> Bachelor’s Degree Minimum of three years experience as a classroom teacher 	Required
<ul style="list-style-type: none"> Master’s Degree Two years successful experience in an instructional leadership role 	Preferred
Personal Attributes	
<ul style="list-style-type: none"> Thorough understanding of school operations Strong organizational, communication, and interpersonal skills Experience providing instructional leadership to programs responsible for educating students with special needs, including gifted and talented students, ELL students Positive demeanor High levels of personal integrity Conscientious and able to focus on completing work to a consistently high standard Flexible and positive approach to work Excellent organisational and time-management skills; high attention to detail Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved Adaptable to working in a fast paced ever changing environment Ability to work under pressure and remain calm Proactive and willingness to take on multiple tasks Self-motivated and enthusiastic Ability to work independently Must be a team player, willing to help and be flexible Continually strive for improvement 	

Other	
<ul style="list-style-type: none"> Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK. Compliance with visa requirements for working in [Location]. A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required 	

PHILOSOPHY AND VALUES

We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embodies *The CORE 7 Leadership Capabilities:*

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the ‘Be Ambitious’ philosophy each day
 - Feedback as a valued member of the team and the wider organisation