

Director of Middle School

Charles Armstrong School was founded in 1968 with an enrollment of eighteen dyslexic children. It has grown to approximately 250 students serving grades 1-8. Charles Armstrong School serves high potential students with language-based learning differences, such as dyslexia, empowering them to thrive as learners in school and life. CAS is recognized as the premier school for LD students in northern California.

Position Overview

To manage, supervise and be responsible for all teachers and their practices related to grades 6-8.

Responsibilities:

- I. To supervise the implementation of the CAS curriculum and best practices for all faculty in grades 6-8
 - Oversee curriculum program.
 - Supervise and evaluate faculty in division.
 - Manage academic reporting to parents.
 - Develop schedules and duty rosters along with other administrators.
 - Develop and attend faculty and parent meetings.
 - Attend IEP meetings when requested.
 - Oversee arrangements for substitutes and coverage.
 - Evaluate and assess programs in division including Math and Language Arts.
 - Facilitate middle school meetings and prioritize professional development.
 - Technology program – coordinate with faculty implementation in collaboration with Tech Team and Head of School.
 - Manage the ordering of curriculum materials.
 - Oversight of Middle School budgetary needs and expenditures.
 - Attend regularly scheduled team and grade level meetings.
 - Consults with teachers in matters of classroom management, teaching methods, and general school procedures.
 - Coordinate, develop and organize training schedule for end of year testing.
 - Visit classes both formally and informally.
 - Assist with facilitating student referrals and parent communication.

- II. To convey the mission and goals of CAS to all constituents (students, teachers, staff, parents, and board).
 - Create a culture that encourages input and collegiality among faculty, staff, students and parents.
 - Work collaboratively with administration, faculty, staff, students and parents.

- Assists in hiring, mentoring and evaluation of Middle School faculty.
- Works with Administrative team on school-wide initiatives, orientation of new teachers, in-service training of new teachers and the evaluation of classroom teachers,
- Collaborates with admission recruitment
- Represents the Middle School in parent, board and other school meetings.
- Assist with coordinating school events.
- Present at school events including sports events.
- Meets regularly with faculty and Head of School.
- Assist with facilitating discipline system and parent communication.
- Provide information to faculty, administration, students and parents in a timely manner.

III. To provide on-going training to all faculty in CAS Program and other curricular activities.

- Organize and attend professional development
- Coordinate, develop and organize training schedule for end of year testing.
- Facilitate middle school meetings and prioritize professional development.

Competency:

- Adaptability – Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality – Is consistently at work and on time.
- Confidentiality – Maintains confidential information.
- Dependability – Keeps commitments.
- Ethics – Treats people with respect; works with integrity and ethically; upholds organizational values.
- Excellent editor and writer – Business, technical and creative.
- Judgment – Exhibits sound and accurate judgment.
- Oral Communication – Excellent writing and verbal communication skills.
- Organizational Support – Follows policies and procedures.
- Problem Solving – Uses reason even when dealing with emotional topics.
- Professionalism – Treats others with respect and consideration regardless of their status or position.
- Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions.
- Strategic Thinking – Identifies external threats and opportunities.
- Teamwork - Ability to work independently and in teams.
- Embraces and supports the use of changing technology in the classroom.

Requirements:

- Full-time employment
- Understanding of the CAS Approach to Education
- Effective communicator with all constituents within the community.
- Team player

- Ability to accept different points of view
- Ability to keep information confidential.
- Ability to multi-task.
- Ability to hold faculty accountable.
- Sense of humor
- Positive attitude.
- Expected to be at school whenever it is in session and at times during vacations as needed.

Experience & Qualifications:

- Teaching Certificate.
- 3 years teaching experience with LD students.
- Degree required, advanced degree a plus.
- Administrative experience
- Independent school experience.
- Microsoft Office (Word, Excel, PowerPoint, etc.).
- Familiar with *Language!*, *Making Math Real* and technology tools for reading and writing.

Physical Requirements and Work Environment:

- Regularly sit, talk, walk, hear and use close and distance vision.
- Be able to occasionally lift up to 30 pounds.
- Work at a desk and computer screen for extended periods of time.
- Work in a traditional climate controlled office environment.

Interested candidates should e-mail a cover letter and resume to:

Claudia Koochek
Head of School
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ckoochek@charlesarmstrong.org
Website: www.charlesarmstrong.org

Charles Armstrong School is an Equal Opportunity Employer