



ASSISTANT HEAD OF SCHOOL

Reporting directly to the Head of School, the Assistant Head is responsible for aspects of student academics. This position will oversee the professional growth and development of the faculty, including coordination of the school's mentorship, supervision and evaluation, and professional development programs. The Assistant Head is responsible for shaping the character of the community to foster respect for school policies, personnel, and fellow students.

The Assistant Head is also responsible for academic scheduling, and implementing the school calendar to ensure the smooth operation of the school day and the routine procedures that accompany it. S/He is the primary administrator for ensuring compliance with the student handbook and adjudicates infractions accordingly. As a member of the senior administrative team, the Assistant Head assumes additional roles and responsibilities as deemed necessary by the Head of School.

Position Rationale and Goals: The Assistant Head will promote the collaboration between faculty and administration in a positive vein. The hallmark of a strong academic, athletic, and artistic program is the strength and commitment of educators not only to their students, but also to their own professional development. The Assistant Head will help foster a Professional Learning Community in which collaboration and knowledge sharing about pedagogical issues, professional goals, and professional development become a greater part of the school's culture. The Assistant Head provides administrative leadership in the planning, implementation, coordination, and evaluation of student programs and other initiatives to meet school goals in the areas of curriculum, instruction, and assessment.

- Design, implement, and continually assess curriculum; maintaining curricular alignment with school mission and real world needs.
- Oversee syllabi, course descriptions, and interdisciplinary alignment for each class to include scheduling of core and elective classes.
- Oversee implementation of faculty meetings, workshops, and professional development opportunities.
- Supervise, observe, develop and counsel faculty.
- Determine academic failings of students and consequences (academic probation, expulsion, etc.); oversee grade reviews.
- Participate in the selection of school faculty; recommend hiring of teachers; supervise all teachers in assignment and evaluation.
- Oversee faculty support of school functions such as entrance exams and other school activities.
- Respond to inquiries or concerns, making and communicating decisions in a timely manner.
- Provide supervision and programs in the areas of student safety and wellness to include harassment and bullying; social and ethical conduct; respect for others; tobacco, drug, and alcohol use; suicide; nutrition; automobile use; physical wellness; social and emotional wellness; and other areas as determined.
- Support and assist with the implementation of MMI's Strategic Plan.

- Coordinate behavior intervention services such as assessments, plans, classroom consultation, and crisis intervention in coordination with the Dean of Students and School Counselors. Design, implement, and continually assess program alignment with school mission and real-world needs.
- Demonstrate positive interpersonal relationships with students, staff, parents, faculty, staff and community members. Mediate parent and school conflicts when required.
- Supervise the development, interpretation, and enforcement of school policy.
- Enforce the rules of the Student Handbook; Work in concert with the Dean of Students to oversee disciplinary procedures; keep records of any disciplinary action, deal with special disciplinary cases as necessary. Implement student discipline with fairness and consistency.
- Tabulate, analyze, and disseminate data concerning attendance, discipline, and other information in support of student learning.
- Provide training to parents, families, and other constituencies on student safety, wellness, and academic issues.
- Develop school schedule and calendar.
- Oversee the Student Assembly, Club, and Open House programs.
- Oversee a Summer Program with the help of administration, faculty, and coaches.
- Support Board of Directors' committees as assigned.
- Perform other duties as agreed to assigned by the Head of School.

An Ideal Candidate would possess the following qualifications:

- Significant management and administrative experience in a high school setting preferably associated with independent schools. An organized manager able to balance schedules and meetings with fellow administrators, students, faculty and parents.
- Demonstrated ability in program and faculty development and evaluation with the ability to inspire a talented and diverse faculty.
- A deep and broad understanding of educational pedagogy and developmental psychology.
- Interpersonal and written communication skills to work successfully with all constituencies of the school community; a persuasive communicator as well as an effective listener.
- Experienced at managing a curriculum budget and projecting costs for educational initiatives.
- A Master's Degree in education, curriculum and/or administrative leadership.
- Proven leadership and teambuilding skills; an ability to reach out and develop community; an expertise with technology as a teaching resource; the initiative and creativity to develop a challenging, innovative, and exciting curriculum.
- Flexibility, energy, creativity, high expectations, a sense of humor, ability to hold others accountable, and the highest standards of integrity.

This is a full-time, administrative position with competitive compensation and a full benefits package.

MMI Preparatory School is an independent, college preparatory day school serving 200 students in grades six through twelve. Founded in 1879, its mission is to provide dedicated area students with a comprehensive and inspiring 6th-12th grade college preparatory program that maximizes each individual's academic, social, and character potential in preparation for success in college and beyond. To learn more about MMI Preparatory School, visit the web site at www.mmiprep.org.

Freeland Borough is located in the foothills of the Pocono Mountains of Northeastern Pennsylvania. Part of the Greater Hazleton Area, Freeland is near major interstate Routes 80 and 81; making it close to many artistic, educational and recreational opportunities. Less than two hours from Philadelphia and only two and a half hours from New York City, this culturally and economically diverse area benefits from a low cost of living. This diversity affords individuals and families the ability to seek out a wide range of living options, from small-city urban, small- town main street/suburban, rural, and woodland. Greater Hazleton has many active and vital neighborhoods rich in history and community service.

MMI Preparatory School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individual to apply.

Candidates should email their interest in this position and credentials (cover letter, resume, and a list of references) to swilliams@mmiprcp.org.