



The Village School of Naples continues to grow and is accepting resumes for a Head of Middle School for the 2022-2023 School Year. The Village School values inquiry-based, student-centered learning aimed to empower and inspire students to create solutions to challenges faced in an ever-changing world. The Village School has an energetic and hands-on approach to education. Collaboration, flexibility, and a passion for educating the whole student are key components of a successful Head of Middle School at The Village School. This position will contribute to each grade level's ongoing discussions about interdisciplinary S.T.E.A.M. and project-based learning, creating opportunities for student research and experiential learning. Our Teachers have experience, knowledge and a deep understanding of the topics taught as well as a passion and a desire to actively engage students in authentic learning experiences.

The Head of Middle School reports directly to the Head of School and serves as a key member of the senior administrative team, which includes the other two division directors as well as the Chief Financial Officer, Director of Enrollment Management, Director of Development, and Athletic Director. The Middle School Head directly oversees a total of 11 full-time faculty. The Head of Middle School will work closely with the School Counselor, College Counselor and Dean of Students.

The Head of Middle School advises the Head of School on all matters pertaining to the division and is responsible for upholding the school's mission, philosophy, policies, and standards. The Division Head is an integral, contributing member of the administrative team.

The Head of Middle School will have an important role to play in working with the Admissions Office to recruit strong, mission-appropriate students whose families support the TVS goals and philosophy. The next Head of Middle School is expected to affirmatively promote student retention and to work with the Head of Lower School to encourage fifth-grade families to remain at TVS for grades 6–12.

DUTIES AND RESPONSIBILITIES:

- Lead the Middle School education, assume responsibility for the day-to-day operation, direct the activities of the Faculty, and supervise the development and maintenance of departmental and division budgets.
- Perform duties as the academic leader responsible for scheduling students, oversee the academic advising programs, and monitoring student progress.
- Serve as the spokesperson for the expectations, behavioral guidelines, and any information necessary to ensure everyone is fully informed of their duties.
- Supervise the Faculty.
- Ensure the order of the facilities and the staff, as well as students.
- Make recommendations to the Head of School for hiring and retaining Faculty and staff.
- Oversee orientation and in-service for Faculty, ensuring they are familiar with policies and curriculum.
- Conduct regular faculty meetings, and regular meetings with the Head of School.
- Oversee the coordination of extra-curricular, sports, electives and other scheduling concerns to provide a cohesive calendar and schedule.
- Maintain the highest academic standards for the school.
- Ensure the continuation of the accreditation for the Florida Council of Independent Schools.
- Oversee the admission and matriculation of the students.
- Perform other duties as assigned by the Head of School.

QUALIFICATIONS:

- Must have an advanced degree in Educational Administration.
- Middle School leadership experience is required.
- Experience working with or teaching students in an independent, private, boarding, or college preparatory environment is encouraged.
- Knowledgeable about curriculum, best teaching practices, and innovative trends in elementary education.
- Experienced in educating both parents and children and be approachable, warm, and joyful.
- A warm, engaging, and student-centered leader who will be a visible presence in the life of the division.
- A community builder who will value and actively support all aspects of the TVS experience, including academics, athletics, and the arts.
- Demonstrate strong support for the stated learning philosophy of The Village School. Workshops and extra study may be required to ensure a thorough understanding of the philosophy.
- Understanding of 21st century classroom practices and interdisciplinary connections is required.
- Spoken and written language skills must be strong and representative of an educated professional.
- Technology skills must be strong and representative of an educated professional and are required to teach students in the classroom as well as to maintain records and communications.
- Must be able to articulate their faith and support the school's Christian environment.
- A strong work ethic and being student centered.
- Ability to cultivate strong collaborative relationships which generate creative ideas and have excellent interpersonal skills.
- Demonstrate servant leadership and be an expert relationship builder to gain consensus.
- Have a collaborative management style, a desire to be immersed in an active educational community, successful experience in working with parents and a strong interest in curriculum.
- Physically, the position requires sitting, walking, standing, and ability to lift up to 10 lbs. without assistance.

Equal Employment Opportunity Employer

The Village School is an independent school that respects, embraces, and celebrates diversity in its curriculum, student body, and staff. The Village School does not discriminate on the basis of race, gender, sexual orientation, gender identity, color, age, protected veteran status, national or ethnic origin, the presence of any sensory, mental, or physical disability, or any other status protected by applicable law, in the admission of students or in the administration of its educational program.

The Village School

[The Village School of Naples](https://www.villageschoolnaples.org) is a private PK3 through 12th-grade college preparatory school located in Naples, Florida. As the first independent STEAM school in Collier County, TVS is dedicated to the pursuit of excellence in academics, technology, athletics, and the arts. TVS is devoted to the development of the whole child. Christian values guide a diverse TVS student body and prepare them with confidence and wisdom for what lies ahead. TVS added an Upper School in 2016 and had its first graduating class in 2020. The Village School of Naples is accredited by the Florida Council of Independent Schools and the National Association of Independent Schools.

Application Instructions:

Submit your application, resume, and cover letter online by visiting our website at:

<https://www.villageschoolnaples.org/about/career-opportunities>